



Petty Cash or Cash Float Request

Instructions

- This form is to be used for requests for petty cash and cash float funds. Complete all sections of this form and forward to Accounting Services.
- Retain a copy of this form for department records.
- Petty cash and cash float funds are the responsibility of the custodian. The initial cheque as well as any subsequent reimbursements will be issued in the name of the custodian.
- All petty cash and cash float funds should be kept in a locked location at all times and access to the funds should be limited to the authorized custodian.
- Accounting Services **must** be advised of any changes to the custodian, supervisor or location of the funds.
- Refer to the back of this form and the [cash handling controls and procedures](#) on the Accounting Services website for additional guidance.

*Do not use this form to replenish petty cash. Complete and submit a [business expense reimbursement](#) claim.

Type of request:	New petty cash fund	Change custodian	Float increase/decrease	New cash float fund
Custodian name:				V#: <input type="text"/>
Custodian phone:	<input type="text"/>	Department: <input type="text"/>	Location: <input type="text"/>	
Supervisor name:	<input type="text"/>		Supervisor phone: <input type="text"/>	
Amount requested:	<input type="text"/>		Date required: <input type="text"/>	
Purpose: <i>- if custodian change, provide name of previous custodian here</i>	<input type="text"/>			
FAST account:	Fund (5) <input type="text"/>	Organization (5) <input type="text"/>	Account (4) <input type="text"/>	Activity (6) <input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I have read, understood and agree to the instructions and standard procedures outlined by Accounting Services.		I confirm that sufficient budget exists and authorize these funds to be charged to the account.
<input type="text"/>		<input type="text"/>

Custodian Signature

Supervisor Signature

Account holder signature (delegate)

Accounting Services use only

IDOC #:

Date received:

Processed by:

Petty cash funds

- Petty cash is a small amount of cash held in a department to be used to pay for small dollar purchases or reimbursements to staff and students. It reduces the need for departments to submit payment requests to Accounting Services for small dollar amounts.
- A petty cash fund is generally issued for up to \$200, although a larger amount can be requested if warranted.
- A petty cash fund must have a designated custodian, who is responsible for:
 - safeguarding the fund;
 - distributing payments to claimants; and
 - collecting receipts to support disbursements.
- To apply for a petty cash fund, complete this form and forward it to Accounting Services. The form **must** be authorized by the custodian's supervisor.
- Petty cash funds must be kept in a secure, locked location and access to the funds should be restricted to the custodian. Funds are subject to audit.
- To replenish a petty cash fund:
 - complete a [business expense reimbursement claim](#), payable to the custodian;
 - attach supporting receipts for the amount of petty cash that was spent;
 - ensure that the business expense reimbursement claim is authorized by the custodian's supervisor;
 - submit the claim, along with supporting receipts, to Accounting Services.
- The custodian's supervisor **must** advise Accounting Services when the custodian changes.
- When the petty cash fund is no longer required, complete a [business expense reimbursement claim](#) and a [cash and cheque remittance](#) form. Submit both forms along with all cash and receipts to Accounting Services.

Cash float funds

- Cash float funds are used to provide change for a cash register.
- These funds may only be used to provide change as a result of a cash transaction.
- Cash float funds may be applied for, or increased, by completing this form and forwarding it to Accounting Services. A cash float request must designate a custodian (the person who will be responsible for the cash float) and **must** be authorized by the custodian's supervisor.
- The cash float must be kept in a secure, locked location under the control of the custodian and only the custodian should have access to the funds. Funds are subject to audit on a random basis.
- Cash floats must always contain the authorized amount in cash (only the currency denomination will change). The float is not to be used for any other purpose such as personal loans, cashing cheques, making purchases, or for salaries, wages or honoraria.
- Funds obtained from any other source should not be added to a cash float.
- When a cash float is no longer required, complete a [cash and cheque remittance](#) form and return the funds to Accounting Services.