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**END OF YEAR CONFIRMATION**

**PETTY CASH FLOAT**

I, \_\_\_\_\_ (custodian) confirm that the Petty Cash Float for  
\_\_\_\_\_ (department) with a Cash Balance of  
\$ \_\_\_\_\_ and acquitted dockets totalling  
\$ \_\_\_\_\_ which equals the original float issued of  
\$ \_\_\_\_\_

Please provide explanation below for any discrepancies

I am the present custodian and can be contacted on extension

\_\_\_\_\_  
(Signature of custodian)

\_\_\_\_\_  
(Signature of Authorised Supervisor)

Date:

**(This form MUST be completed and forwarded to Central Accounts Office as year end confirmation)**