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|  | REQUEST FOR INCREASE**PETTY CASH FLOAT**  |
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**To:** Central Accounts Supervisor

 Union Building

 Level 0

***Please increase the Petty Cash Float:***

**Department:** **New Float Total $**

**Custodian:** ***(****Print Name)*

Reason for increase in the Petty Cash Float: ……………………………………………

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Please specify security in place for the Petty Cash Float:

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I have liaised with the Security Office and certify that our office has adequate secure storage for the increase in the Petty Cash Float.

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 (Date) (Signature of Custodian)

**Authorised by Supervisor: Approved by Resource Officer:**

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(Signature of Supervisor) (Signature of Resource Officer)

***(This form is to be completed for an Increase in the Petty Cash Float and forwarded to Central Accounts Office)***

 Last updated: 29/1/15