|  |
| --- |
|  |

|  |  |
| --- | --- |
|  |  |
|  | REQUEST FOR INCREASE **PETTY CASH FLOAT** |
|  |  |

**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: ……………………………………………

………………………………………………………………………………………….....

…………………………………………………………………………………………….

…………………………………………………………………………………………….

Please specify security in place for the Petty Cash Float:

…………………………………………………………………………………………….

…………………………………………………………………………………………….

…………………………………………………………………………………………….

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

     /     /      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date) (Signature of Custodian)

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(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