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|  | **TRANSFER OF****PETTY CASH FLOAT** |
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To: Central Accounts Supervisor

Union Building

Level 0

I,       (custodian) have counted and

reconciled the Petty Cash Float for       (department)

with a Cash Balance of $       and

acquitted dockets totalling $       which

equals/does not equal the original float issued of $

(please cross out which does not apply)

Please provide explanation below for any discrepancies

I,       (new custodian) hereby accept

responsibility of the float for       (department).

I confirm that the value of the funds transferred is $

I also acknowledge that I have ready a copy of the Petty Cash Policy and Procedures - <http://www.flinders.edu.au/ppmanual/finance.html>

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

Date:      /       /

***(This form is to be completed and forwarded to Central Accounts Office)***

Last updated: 29/1/15