

CASH FLOAT FORM – INSTRUCTIONS:

Department/Division staff to complete sections 1 – 4.

FSD staff to complete section 5.

- 1. CASH FLOAT IS BEING** Check the applicable action describing the cash float.
If the cash float is being *established or increased*, a cheque request must be attached.
If the cash float is being *decreased or discontinued*, a deposit form must be attached.
- 2. AMOUNT OF** Check the appropriate qualification, i.e. new float, increase or decrease and enter the applicable amount.
If the float is being increased or decreased, enter the total amount of the float including the adjustment.
- 3. CUSTODIAN OF FLOAT**
- NAME** Enter the name of the custodian and personnel number.
- DIVISION** Enter the division for which the custodian is administering the float.
- LOCATION ON CAMPUS** Enter the custodian's telephone number
- NAME OF PRIOR CUSTODIAN** If the custodian has changed, enter the name of the prior custodian.
- DECLARATION** The custodian signs the form declaring the responsibility for the float and knowledge of related guidelines.
- 4. AUTHORIZED APPROVAL** Enter the signature of the person authorizing this payment (ie. the signed authority for the designated account(s).) In order to protect against unauthorized payments from your accounts, Accounts Payable carefully reviews the payment authorization. For this purpose it is essential that the printed name and title of the person authorizing the payment be entered

- 5. FINANCIAL SERVICES DEPARTMENT**
- OPEN/INCREASE FLOAT VENDOR ACCOUNT** If opening or increasing floats; enter the vendor account name and number of the custodian.
- INITIAL** Enter the initials of the staff member updating the vendor account.
- PAYMENT REQUEST PROC'D** Enter the date the payment is entered in the system.
- INITIAL** Enter the initials of the staff member processing the payment request.
- DATE** Enter the date the payment request was processed.
- CLOSE/DECREASE FLOAT DEPOSIT PROCESSED** If closing or decreasing float; enter the date the information in the form was posted to the accounting system.
- INITIAL** Enter the initials of the staff member processing the deposit.
- DATE** Enter the date the deposit was processed.