

APPLICATION FOR PERMANENT FLOAT

A float of £ _____ is required (please state reason):

Authorised by:

Date:

Received by**:

Date:

**** The member of staff granted a petty cash float is personally responsible for its safe keeping and for maintaining adequate petty cash records showing the balance in hand, spending supported by receipts or vouchers and reimbursements to maintain the float made by the Finance Department's Cash Office. The petty cash must be locked in a secure place in compliance with the requirements of the College's insurers, and will be subject to periodic checks by the Head of Department or another person nominated by him or her and the cash balance agreed to the petty cash record (Goldsmiths College Financial Regulations).**

For Cash Office use:

Cashier:

Date:

NOTE: If the float is over £100.00 a further approval will be needed within the Finance Department.

Approved by: _____ (Finance Department)