

Petty Cash Claim

Float holder use only

Float holder's name:

Float amount (£):

Cashier:

NB Receipted bills for all goods purchased must be attached to this claim when presented to the Cashier, Finance Department, for payment.

Float holder's should ensure that they keep a copy of this form for bookkeeping purposes. For non-float holder's, the maximum per claim is £50.

Payee name:

Signature: Received the sum below

Item code:	Analysis code:	Amount: (£)	Description (20 characters):	Trans. No. (Finance Dept. only):
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Total spent:	<input type="text"/>	
		Balance of float (float holder only):	<input type="text"/>	

Department:

Authorised signature: Date:

Comments: