

**APPLICATION FOR TEMPORARY FLOAT**

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

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The float will be cleared within \_\_\_\_\_ days or by (date): \_\_\_\_\_

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 and spending supported by receipts or vouchers. The petty cash must be locked in a secure place in compliance with the requirements of the College's insurers (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)