



**PETTY CASH FLOAT REQUEST  
OR CHANGE FORM**

Department

Date

Amount of Cash Float Requested:

Name of Custodian

Dean/Director/Department Head Approval

Custodian Signature

Date

FUND

ACCOUNT

**CHANGE OF PETTY CASH FLOAT AMOUNT**

Amount of Cash on Hand

Increase Requested

Amount Returned

Total Imprest

Dean/Director/Department Head Approval

Custodian Signature

Date

FUND

ACCOUNT

**CHANGE OF PETTY CASH FLOAT CUSTODIAN**

Name of Present Custodian

Name of New Custodian

Dean/Director/Department Head Approval

Custodian Signature

Date

FUND

ACCOUNT

Financial and Administrative Services should be notified of changes relating to cash, either changes in the amount or the person having custodianship, through the use of this form.