

New Trading Float Request

Use this form to request a new cash Float.

UNIT		VENDOR ID (if known)	
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NAME OF FLOAT HOLDER	
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Please provide the reason(s) for requesting a Trading Float

NAME OF FLOAT	
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AMOUNT REQUESTED \$	
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with the following cash dissection:

Notes	\$100's	\$	
	\$50's	\$	
	\$20's	\$	
	\$10's	\$	
	\$ 5's	\$	

Coinage	\$2's	\$	
	\$1's	\$	
	50's	\$	
	20's	\$	
	10's	\$	
	5's	\$	

DATE REQUIRED BY	
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I certify that I have read the instructions relating to my responsibilities as a Custodian/Float Holder and agree to comply with those requirements.

Printed Name	Signature	Date

I hereby appoint	_____	to be responsible for this Trading Float in accordance with the following;
	print name of Custodian	

“Instructions for Trading Float Custodians”. Appropriate measures have been taken to ensure the security of this float at all times: <http://www.csu.edu.au/division/finserv/staff/procurement/tradingfloats>

Position	Printed Name	Signature	Date
Dean/Executive Director/Director Head of School/Supervisor			

I approve the issue of this Trading Float			
Position	Printed Name	Signature	Date
Manager, Procurement & Travel			

Accounts Payable use only

Issued on I		On codes	A102	102	651	62009	Entered on spreadsheet	
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