



Use this form to request a new cash Float.

BUSINESS UNIT NAME

NAME OF FLOAT

Please provide the details of why this float is required:

Three empty lines for providing details.

AMOUNT REQUESTED \$

with the following cash dissection:

Notes table with columns for denomination (\$100's, \$50's, \$20's, \$10's, \$ 5's) and amount (\$).

Coinage table with columns for denomination (\$2's, \$1's, 50's, 20's, 10's, 5's) and amount (\$).

DATE REQUIRED BY

I certify that I have read the instructions relating to my responsibilities as a Custodian/Float Holder and agree to comply with those requirements. NOTE: Custodian must be a CSU Staff Member

Table with columns: Printed Name, Signature, Date.

I hereby appoint the Custodian listed above to be responsible for this Trading Float in accordance with the "Instructions for Trading Float Custodians".

Appropriate measures have been taken to ensure the security of this float at all times.

Table with columns: Position, Printed Name, Signature, Date.

Accounts Payable use only

I approve the issue of this Trading Float

Table with columns: Position, Printed Name, Signature, Date.

Table with columns: Vendor ID, On codes, Invoice No, Description, Entered on Spreadsheet.