



Accounts Receivable
 2500 University Drive NW
 Calgary, AB
 T2N 1N4
finance@ucalgary.ca

Cash Float Request Form

What this form is used for: To request a new float or increase the amount of a float. The form must be completed in full and authorized by the appropriate department head. The amount requested must be justified and commensurate with the unit's needs, and is subject to approval by Accounts Receivable

Instructions: This form must be sent to the Accounts Receivable once signed by department head

Date:	Department:
Requested By:	Dept. ID:
UCID #	Department Head:
Phone #:	Department Head Signature:

Please provide reason for Cash Float:

FLOAT CUSTODIAN DETAILS	
Float Custodian:	
Float Custodian UCID #:	
Float Custodian Phone #:	
New Float Custodian Phone #:	
Amount of Float Requested:	
Date of Requested Pick-Up:	

For Office Use Only

Date Request Received: _____

Float Amount: _____ Float Received By: _____

AR Staff Name Filling Request: _____ AR Staff Signature: _____

Date: _____