



University  
of Windsor

## APPLICATION FOR CASH FLOAT

Submit completed form to [miguelp@uwindsor.ca](mailto:miguelp@uwindsor.ca)

1. Name of Department:
2. Department Head:
3. Name of Requestor:
4. Amount of Float Requested:

Cash Requested:	Coins Requested:
x \$100 = _____	x Toonies (Rolled) _____
x \$50 = _____	x Toonies (Loose) _____
x \$20 = _____	x Loonies (Rolled) _____
x \$10 = _____	x Loonies (Loose) _____
x \$5 = _____	x Quarters (Rolled) _____
x \$1 = _____	x Quarters (Loose) _____
<b>Total Bills:</b> _____	x Dimes (Rolled) _____
	x Dimes (Loose) _____
	x Nickels (Rolled) _____
	x Nickels (Loose) _____
	<b>Total Coins:</b> _____

5. Date of Event:
6. Expected Date of Float Return:

**NOTE:** Float and Deposit Form need to be returned to Finance together

## 7. Full General Ledger String Account to be Charged Upon Float Return:

**NOTE:** Any merchant fees associated with the transaction will be passed onto the GL string indicated for the charge

FUND	DEPARTMENT	PROGRAM	PROJECT	NATURAL	CLASSIFICATION	INTER FUND	FUTURE USE

Please visit the following link to the [University of Windsor Cash Handling Policy](#) and ensure you are familiar with it.

I have read and agree to the cash handling policy as set forth above.

## 8. Department Head Approval:

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### Finance Department Use Only

**APPROVED**

**REJECTED**

**Comments:**

**Name:**

**Signature:**