



Purpose: This form is used by University of Alberta (U of A) departments and faculties for requesting Shared Services - Cash Management Office to open, close, or adjust the amount of a cash register float for their operations.

Instructions: Download the PDF document and open it using Adobe Acrobat or Reader rather than a web browser. Enter information into all sections, ensuring the form is complete; incomplete or handwritten forms will be returned for correction. The document must be digitally signed using the formal sign-off fields provided. Once finished, save the digital file directly. Do not print or scan this form, as only the original version will be accepted.

[Access the Service Portal](#) and select the [Submit a Finance form](#) option from the Staff Services Catalog. Attach the completed form and any supporting documentation.

For assistance with this form, contact the [Staff Service Centre](#).

Section A: Faculty/Department Information

Faculty Name:	Date:
Department Name:	Department Phone:
Department Address:	
Department Email:	
Custodian Name:	Custodian Employee ID:
Custodian Email:	Custodian Phone:

Section B: Cash Float Request Action

Select one of the following actions:

Opening	Closing	Increase	Decrease	Return
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Section C: Cash Float Details

Select One:	Pickup	Delivery	Required by date:
Float Amount:			

Approvals and Authorization

Budget Owner Name:	Title:
Budget Owner Signature:	Date:
Custodian Name:	
Custodian Signature:	Date:

Why is this form used?

This form supports effective cash management by ensuring appropriate approvals, accountability, and internal controls are in place for cash-handling activities, in accordance with University financial policies and procedures.

Who should complete this form?

The Cash Register Float Request Form should be completed by the University of Alberta faculty/department responsible for operating and managing the cash register. The form is typically prepared by the designated staff member (custodian) with cash-handling responsibility and submitted for review and approval by the appropriate departmental budget owner, in accordance with the U of A financial policies and procedures.

How to pick up cash or request delivery?

The Shared Services - Cash Management Office (CMO) will email the custodian when the cash register float is available for pick up. Cash can be delivered by Shared Services - Distribution Services or the custodian can pick up the cash from the CMO.

Pick-up

Cash can be picked up by the custodian from the Cash Management Office, SAB, Room #3-03, 113322 89 Avenue NW, Edmonton, AB, T6G 2G7 during regular business hours.

The custodian will be asked to show their photo ID (OneCard preferred) and provide this original, signed form.

Delivery

The CMO will make arrangements with the Custodian and Shared Services - Distribution Services directly, if delivery is the preferred option.

Safeguarding

The cash must be kept in a locked cabinet or a safe.

In the case of theft

Report cash thefts to the Campus Security Services, who will then notify the Insurance and Risk Management unit of Finance, Procurement and Planning. Campus Security Services will provide you with a written report. Please include a copy with your request to replenish the fund for any losses.

Custodian Change

If there is a change in custodian, the Budget Owner must advise the CMO.