



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

Cash Float Deposit Request Form (Return of Float)

What this form is used for: When a Cash Float is no longer required by a department or the amount of the float needs to be reduced, the custodian of the Cash Float must complete this form and deposit the funds with the Campus Service Centre (located on the main floor of International House).

Instructions: This form must be sent to Accounts Receivable via the Campus Service Centre, once signed by department head.

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

Please provide reason for Cash Float Return:

FLOAT CUSTODIAN DETAILS	
Float Custodian:	
Float Custodian UCID #:	
Float Custodian Phone #:	
Float Custodian Signature:	
Amount of Float Being Returned:	
Date of Float Return:	

For Office Use Only

Cash Float Deposited By: _____

Amount Deposited/Returned: _____ Date Deposited: _____