



Accounts Receivable
 2500 University Drive NW
 Calgary, AB
 T2N 1N4
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Cash Float Transfer Request Form

What this form is used for: When the Custodian of a Cash Float terminates his/her employment or intends to be absent for an extended period of time, custodianship of the Cash Float must be transferred to another employee within the department.

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 Transfer:

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: _____

New Custodian UCID # _____ AR Staff Name Recording Transfer: _____

Amount Transferred: _____ AR Staff Signature: _____

Date: _____