

North Glenora Community League

REQUEST FOR PETTY CASH FLOAT



To: North Glenora Community League Treasurer

Please provide a Float value: \$ _____

Type: Reimbursable

Type: Specific Event

Type: Coin Float

The Float will be used for : *Committee Name* _____

Nature of Expense: _____

Name of Float Holder: _____

Contact Information: Phone _____
Address _____

Please arrange to issue the Float by:

Date _____

Signed _____

NGCL Requester

Date _____

RECEIPT FOR FLOAT AND UNDERTAKING GIVEN BY HOLDER

I, the undersigned, acknowledge receipt of the Float Amount stated above and undertake as follows:

Standing Float

- 1 The Float will be used only for the purpose for which it was issued per above description.
- 2 For a standing reimbursable float, I will submit "Request for Reimbursement" claims to the Treasurer as required.
- 3 When the float is no longer required, I will reconcile to the amount received with a combination of receipts and cash using a "Reconciliation of Expense" form.

Specific Event Float

- 1 For a specific Event type float, I will submit a Reconciliation of Expense form plus any cash balance or request for outstanding amount within 4 weeks of the date of the event.

Signed _____

NGCL Float Holder

Date _____

Date Float Received

Make 2 copies of this form - NGCL Treasurer, Petty Cash Float Holder, NGCL Office Files