

Initiating Petty Cash Float Form

In order to initiate your petty cash float, please follow the **4 STEPS BELOW:**

1. Float **JUSTIFICATION** and **CALCULATION** - this can be on a separate page
2. Attach the **LETTER OF APPROVAL** signed from Research & Trust Manager
3. Please attach a **BANK STATEMENT** from your bank to confirm bank account set up and a **VOID CHEQUE** or **EFT form**
4. Please complete this form **INITIATING PETTY CASH FLOAT FORM**

PAYABLE TO: _____
(legal name on external bank account)

PAYEE PERMANENT ADDRESS:

Street _____ Apt. _____
City _____ Postal Code _____

PAYMENT AMOUNT: _____ **CAD** **PAYMENT OPTION:** EFT

FOR ACCOUNTS PAYABLE

Co	Accounting Unit	Account	SubA/C	
				Total

TOTAL _____

REASON FOR REQUEST: Setting Up Petty Cash Float

STUDY TITLE: _____

RESEARCH ACTIVITY: _ _ - _ - _ - _ - _ - _ - _ -
(For Study)

PI NAME: _____

Float Date Created: _____ **Expected End Date:** _____

AUTHORIZATION:

	Principle Investigator	
Name Print	Position	Signature
		Date

INTERNAL CONTACT INFORMATION: _____
Name & Department Extension

- Please note that the Research Finance team may conduct audits at any point to ensure total funds are accounted for
- PI must have signing authority on external bank account
- The purpose of the petty cash is not intended for participants receiving greater than \$500.00 in a given calendar year or for reimbursements other than honorarium.
- Ensure requisition form is completed with proper authorization or it will be returned to the requisitioner
- Retain copy for reference
- Send completed requisition to : OFFICE OF RESEARCH ADMINISTRATION – 250 Yonge, 6th Floor, Research Finance Team

Request for Banking Information – Wire Payments

Payee Name:

Payee Address:

Bank Name:

Bank Account Number:

Bank Address:

SWIFT: (IBAN for Euro Customers)