



Petty Cash Close Out Form

In order to close your petty cash float, please follow the **5 STEPS BELOW**

1. Any leftover cash must be returned to SMH Cash Office, please quote: 1-1-111110-1010. Please collect a deposit slip from the cash office to attach to this form as backup.
2. Please provide a **BANK STATEMENT** from your bank to confirm the funds used.
3. Complete this **PETTY CASH CLOSE OUT FORM**
4. Submit a copy of the signed **PAYMENT LOG** sheets showing how the float was distributed to ALL participants
5. Attach deposit slip, bank statement, and payment log to this completed petty cash close out form. Submit to Research Finance.

UNSPENT FUNDS RETURNED: \$ _____ REMAINING FUNDS RETURNED TO: 1-1-111110-1010

RESEARCH STUDY TITLE: _____

FUNDS CHARGED TO RESEARCH ACTIVITY (your activity will be charged for the complete honorarium log):

Co	Accounting Unit	Account	SubA/C	Activity	Amount	HST/GST	Total

TOTAL _____

REASON FOR REQUEST: Replenishing Petty Cash Float _____

STUDY TITLE: _____

Total # of Replenishments: _____ Total funds used for Float (\$) _____

AUTHORIZATION:

AUTHORIZATION:

Name Print	Principle Investigator	Signature	Date
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INTERNAL CONTACT INFORMATION: _____

Name & Department _____ Extension _____

- Please be sure to provide your honorarium log information to Accounts Payable to replenish the float or close the float.
- 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