Section A – General Information

1. Department name __________________________________________

2. Department code __________________________

3. Does the Department operate any of the following:
   - Petty Cash
   - Cash Remuneration Imprest
   - Till Float
   - Sterling / Currency Advance accounts

   (Transaction codes SPAA, SPAB, SPCA or UNDF) Yes / No

If ‘Yes’ please complete Sections B and C

If ‘No’ please complete Section C
Section B – Cash Holdings

1. Petty Cash (SPAA)

   Authorised float £_______________

   Does the physical cash held and any un-replenished expenditure as at 30 June 2017 match the authorised float value?

   Yes / No

   If ‘No’ please attach details of the variance.

2. Cash Remuneration Imprest (SPAB)

   Balance outstanding at 30 June 2017 £_______________

   Does the physical cash held and as at 30 June 2017 match the account balance?

   Yes / No

   If No please attach details of the variance.

3. Till floats (SPCA)

   Balance outstanding at 30 June 2017 £_______________

   Does the physical cash held and as at 30 June 2017 match the account balance?

   Yes / No

   If ‘No’ please attach details of the variance.

4. Sterling / Currency Advances (UNDF)

   Balance outstanding at 30 June 2017 £_______________

   Is the outstanding balance fully accounted for as relating to current projects?

   Yes / No

   If ‘No’ please attach details of the variance.
Section C – Contact Information

Form prepared by:
*(please provide contact details in case of query)*

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<thead>
<tr>
<th>Signature</th>
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<tbody>
<tr>
<td>Print Name</td>
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<tr>
<td>Position</td>
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<td>Telephone no.</td>
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<tr>
<td>Email address</td>
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Authorisation

I, the undersigned, confirm that the details above were correct and true as at 30 June 2017.

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<thead>
<tr>
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<tr>
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<td>Date</td>
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</tbody>
</table>

Please return this completed form to:

The Cashier
Finance Division
Ground floor
Greenwich House
Madingley Rise
Cambridge CB3 0TX

Or email:

Ana.FabregaFernandez@admin.cam.ac.uk or Yunju.Kim@admin.cam.ac.uk

Telephone: 01223 764221 / 748867

If you have any questions or need clarification on any aspects of this form.