

Appendix A: Petty Cash Handover form

Department name:

Two letter Department code:

Amount of Petty Cash float currently in use by Dept.: £

Amount of money currently in the Petty Cash tin: £

Current Petty Cash Administrator Name:

Signature:

Date:

To be completed by person taking over Petty Cash

I confirm I have checked the Petty Cash tin and the amount shown above is correct. I also confirm that petty cash journals have been posted and this balance agrees to UFS.

New Petty Cash Administrator (name):

New Petty Cash Administrator (signature):

N.B. Please notify

**Accounts Receivable / Cash Management Manager
Finance Division
Greenwich House
Madingley Rise, Madingley Road
Cambridge CB3 0TX**