

<b>Title</b>	<b>Cash Floats</b>
<b>Number</b>	<b>C3003</b>
<b>Category</b>	<b>Finance</b>

## 1. PURPOSE

To define purposes of departmental cash floats.

## 2. DEFINITIONS

**Custodian** – the individual responsible for the safe custody of the cash float.

## 3. POLICY

- 3.1 Each cash float will be held in a secure location and access will be limited to the custodian of that fund.
- 3.2 Cash floats cannot be used for:
  - a) Employee reimbursements.
  - b) Supplier or honorarium payments.
  - c) Student refunds.
- 3.3 When appropriate, cash payments may be made to Indigenous partners, with prior approval from the Director, Financial Services.
- 3.4 Requests for new cash floats must be approved by the Director, Financial Services.
- 3.5 Cash floats must be reconciled at least annually and balances reported to Financial Services.

## 4. RESPONSIBILITY

For inquiries relating to this policy, please contact the Vice-President, Administration and Finance or delegate.

## 5. REGULATIONS/PROCEDURES

Cash Float Procedures

<b>History/Revision</b>	
Origination Date	November 3, 2009 (as Petty Cash)
Amendment Date(s)	XXXX
Next Review Date	[Four years after last approval date]

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