Use this form to recoup your Petty Cash Float. Attach the completed Petty Cash Voucher/s and forward to Accounts Payable in Financial Services.

This recoup contains Area Petty Cash Vouchers numbered from

<table>
<thead>
<tr>
<th>Area Recoup No.</th>
<th>P C</th>
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</tr>
</thead>
</table>
| Invoice Date    |     |   |   |   |   (DDMMYY)
| Vendor Code     |     |   |   |   |   |
| Total Amount    |     |   |   |   |   |
| Narrative*      |     |   |   |   |   |
| Due Date        |     |   |   |   |   (DDMMYY)

Recoup Total $ _______  
Plus Cash on Hand $ _______  
Outstanding Voucher $ _______  
FLOAT TOTAL $ _______  

FINANCIAL SERVICES USE ONLY

Returned Voucher: $ _______
Adjusted TOTAL: $ _______

Certified by Petty Cash Float Holder

"I certify this recoup is in accordance to University Policies and Procedures."

Signature ____________________________________________
Name (printed) ________________________________________
Date ___________ Phone ___________

Certified by Incurring Officer

"I certify that this Account is correct in respect of the Treasurers's instruction 305 and University Policies and Procedures."

Signature ____________________________________________
Name (printed) ________________________________________
Date ___________ Phone ___________
Note: you must be an approved Incurring Officer and hold authority to the value of this transaction.

Certified by Certifying Officer

"I certify that this is correct within the meaning of section 33 of the Financial Administration and Audit Act 1985."

Signature ____________________________________________
Name ________________________________________________
Date ________________________________________________