

## FLOAT TOP-UP REQUEST FORM

### 1. Request Details

Requestor's Name: \_\_\_\_\_

#### Amount Tendered

#### Change Required

| Denomination | Total (\$) |  | Denomination | Total (\$) |
|--------------|------------|--|--------------|------------|
| \$100        |            |  | \$20 notes   |            |
| \$50         |            |  | \$10 notes   |            |
| \$20         |            |  | \$5 notes    |            |
| \$10         |            |  | \$2 coins    |            |
| \$5          |            |  | \$1 coins    |            |
| \$2          |            |  | 50c coins    |            |
| \$1          |            |  | 20c coins    |            |
| 50c coins    |            |  | 10c coins    |            |
| 20c coins    |            |  | 5c coins     |            |
| 10c coins    |            |  | N/A          |            |
| 5c coins     |            |  | N/A          |            |
| Total        |            |  | Total        |            |

### 2. Verification & Issue of Change

***Is the amount tendered, and change required correct and totally the same?***

If not, return money to CSO to correct and recount.

If yes, Secondary Operator Name: \_\_\_\_\_

#### Breakdown of change provided:

| Notes               | (\$)      | Coins     | (\$) |
|---------------------|-----------|-----------|------|
| \$20 notes          |           | \$2 coins |      |
| \$10 notes          |           | \$1 coins |      |
| \$5 notes           |           | 50c coins |      |
|                     |           | 20c coins |      |
|                     |           | 10c coins |      |
|                     |           | 5c coins  |      |
| <b>Total change</b> | <b>\$</b> |           |      |

### 3. Confirmation you have received the correct change:

Requestor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Final Step: Photocopy and place one copy in the float tin and one attached to your end-of-day balance sheet**