



UWA STUDENT GUILD
The University of Western Australia
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OFFICE USE ONLY

GUILD FINANCE – FLOAT REQUEST FORM

ALL REQUESTS MUST BE SUBMITTED AT LEAST 2 WORKING DAYS IN ADVANCE

1 APPLICANT DETAILS

Name Department

2 FLOAT DETAILS

Float Amount Charge Code

Float Used For

Date Required Time Required

FORMAT: DD/MM/YYYY

FORMAT: HH:MM (24HRS)

3 FLOAT DENOMINATIONS

Denomination	Quantity	Total
\$50 Notes		
\$20 Notes		
\$10 Notes		
\$5 Notes		
\$2 Coins		
\$1 Coins		
\$0.50 Coins		
\$0.20 Coins		
\$0.10 Coins		
\$0.05 Coins		
	Total	

4 AUTHORISED BY

Name Department

Sign Date

5 COLLECTED BY (to be filled upon collection)

Name Department

Sign Date

This float request form is for Guild Departments ONLY.

Please fill out the form using a computer. Print and authorise before submitting at the Guild Finance Counter. Signatures on the form **must be in ink**, and not photocopied or scanned and printed.

Forms need to be submitted **at least two working days prior** to when it is required.

If your total float does not match the total value calculated by the form, you will be provided with the value equal to your denominations on the form.