



Office of Budget & Personnel Services  
FLOAT MONEY REQUEST FORM

Initiator: \_\_\_\_\_ Div./Dept. \_\_\_\_\_

This float request is to replace (name): \_\_\_\_\_ Position # \_\_\_\_\_

Title: \_\_\_\_\_

**PLEASE NOTE:** *Float requests will be granted ONLY at the end of each quarter, after the replacement person has been paid. Please submit your request at that time (a copy of the ARGOS 'Labor Distribution Report', showing your actual replacement costs, must be attached as back-up to support your request – highlighting name, and associated labor/ benefits costs).*

Reason for requesting float:

Name(s) of replacement: \_\_\_\_\_

**Accounting Use Only**

Total Available to date: \_\_\_\_\_

Total Projected: \_\_\_\_\_

Budget Transfer: Amount:

Dr: \_\_\_\_\_ - 1000/2000 \$ \_\_\_\_\_

Cr: \_\_\_\_\_ - 5000

Dr: \_\_\_\_\_ - 3200 \$ \_\_\_\_\_

Cr: \_\_\_\_\_ - 5000

Total float requested: \$ \_\_\_\_\_

Credit INDEX (6-digit): \_\_\_\_\_

**Required Signatures:**

\_\_\_\_\_  
Initiator's Signature                      Date

\_\_\_\_\_  
Vice President                              Date

\_\_\_\_\_  
Dir, Budget/Personnel                      Date

\_\_\_\_\_  
VP Finance                                      Date

Please send completed forms to Teri Gerard in Budget & Personnel for approvals and processing (tlg 2/12).