



FINANCE DEPARTMENT

FROM:.....PF NO.....DATE.....
TO: FINANCE OFFICER
THRO' Head of Department.....Sign.....
 Dean Of School.....Sign.....

ACCOUNTING FOR IMPREST

Attached herewith find relevant receipts accounting for imprest No.....
 Of KSh.....Amount in words.....

This was disbursed as follows:

DETAILS	AMOUNT(KSH)	VOTE
Subsistence self		
Driver (Signature)		
Other Append duly signed		
Transport Mileage		
Public (Attached receipts)		
University Vehicle fuel (Attached relevant receipts)		
Others (attach photocopy of work tickets)		
TOTAL		
OVERSPENT/UNDERSPENT		
Imprest No:		
Reasons.....		
.....		
.....		
CLAIMANT..... SIGNATURE.....		

- NOTE:** (i) Over expenditure refund is subject to 15% of the amount advanced.
 (ii) Use of personal vehicle is considered only where prior approval was sought.
 (iii) Taxi fare is payable to and from airport only where authority is sought.
 (iv) Expenses must be accompanied by receipts.
 (v) Under expenditure should be surrendered to cash office and receipted.

1. Passed by.....Date.....(Personal claims)
2. Approved by.....Date.....(Finance officer)
3. Examined by.....Date.....(Examination)
4. Imprest Register Posted by:.....Date.....