

KIBABII UNIVERSITY

FINANCE DEPARTMENT

FROM:..... **PF.NO:**..... **DATE:**.....

THRO': Head of Department:..... **Sign:**.....

Dean Faculty of:.....

ACCOUNTING FOR IMPREST

Attached herewith find relevant receipt accounting for Imprest Form No:.....

Of Kshs.....Amount in words.....

.....advance on this date:.....

This was disbursed as follows:

	AMOUNT	VOTE
SUBSISTENCE: Self	Kshs.	
Driver (Signature)	Kshs.	
If others: Append list duly signed.	Kshs.	
TRANSPORT: Mileage	Kshs.	
Public (Attach Receipt)	Kshs.	
University Vehicle Fuel (Attach relevant receipts)	Kshs.	
Others (Attach photocopy of work-Ticket)	Kshs.	
TOTAL		
Overspent/underspent (Imprest No:.....)	Kshs.	
Reason:		
CLAIMANT:		SIGN:

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 was sought.
 - iv) Expenses must be accompanied by receipts
 - v) Under-expenditure should be surrendered to cash office and receipted.
1. Pass by:.....Date:.....(In charge Advances)
 2. Examined by:.....Date:.....(Finance)
 3. Audited By.....Date.....(Internal Audit)
 4. Advance Register Posted by:.....Date.....(Expenditure)

