



KIBABII UNIVERSITY

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P.O. Box 1699 - 50200
Bungoma Kenya

E-mail: enquiries@kibu.ac.ke /
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Website: <http://www.kibu.ac.ke>

CLEARANCE CERTIFICATE ON TERMINATION OF APPOINTMENT FOUR (4) COPIES TO BE COMPLETED

NAME: PF NO:

DEPARTMENT

FACULTY

The above named will be leaving the University on termination of his/her employment. Departments indicated below should furnish Finance Department, not later than With details of any monies due from the above officer in respect of lost university property. Please indicate whether or not your certificate is an interim one as shown below. If no charges are to be levied or if he/she owes the University nothing, please sign and indicate on this certificate. No terminal emoluments and other benefits will be paid to him/her before you sign the certificate.

Please send the signed certificate to the salaries section without delay

Invoice/Charges	Details	Vote to be credited	Kshs. Cts	Remarks
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Chairman/Head of Department	Signature	Date	Interim/Final
Dean of Faculty
Librarian
ICT Section
Bookshop
Housing Section
Personal Claims
Storekeeper
Expenditure Section
Salaries Section
KIBUSACCO
Revenue Section
Audit Section
All certificates received.....			

Finance Officer

Date

Please take necessary action to ascertain the charges.

Before (Date)

All certificate received and the staff is cleared/not cleared

Registrar (Admin.)

Date



Kibabii University ISO 9001:2015 Certified

Knowledge for Development