

APPLICATION FOR ISSUE OF SPECIAL IMPREST

Ref No.....

A: To be completed by Applicant (induplicate)

- 1. Name as per payroll.....
2. Designation.....3. Department.....
3. Check Number.....5. Salary Scale.....
6. Details of Imprest
(i)
(ii)
(iii)
(iv)
(v)
(vi)
(vii)

I hereby certify that the particulars given above are correct to the best of my knowledge and that I have no previous outstanding.

Date.....Signature.....
(Applicant)

B: To be completed by Accountant-in-charge, Cash Office

- 1. The above officer has no outstanding imprest/has an outstanding imprest

Date..... Signature.....

C: To be completed by the Head of the Division:

The above Imprest has been authorized by me and shs..... is recommended.

Date..... Signature
(Head of the Division)

D: Approval by Accounting Officer

- 1. The imprest of sh..... is approved/not approved
2. This imprest must be retired before.....Failing which the officer will be liable to pay a surcharge of 10% of the unretired amount monthly until the whole imprest is retired fully.
3. Unspent balance (if any) must be refunded in cash.

Date..... Signature.....
(Accounting Officer)

For Cash Officer Use Only:

Imprest No..... P.V. No..... Amount Paid.....
Copy to: Warrant Holder for commitment entry in the Vote book.