KABARNET UNIVERSITY COLLEGE

FINANCE DEPARTMENT

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

TO: **FINANCE OFFICER**

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

Dean Faculty:……………………………………………………………. **Sign**:…………….……………….

ACCOUNTING FOR IMPREST

Attached herewith find relevant receipts 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:

1) Over expenditure refund is subject to 15% of the amount advanced.
2) Use of personal vehicle is considered only where prior approval was sought.
3) Taxi fare is payable to and from airport only where authority was sought. Expenses must be accompanied by receipts
4) 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:……………………(Accountant Examination)

4. Imprest Register Posted by: ……………………….Date: ………………………..(Personal Claims)