R3

KABARNET UNIVERSITY COLLEGE

CLEARANCE CERTIFICATE
(TO BE FILLED IN DUPLICATE)

PART A: MEMBER OF STAFF CLEARING

(i) Name of Officer leaving……PF.

No…….. (ii)

Signature:……Date…… (iii)

Designation…… (iv)

Reason for leaving University……..……..

……..……

PART B: HEAD OF DEPARTMENT/SECTION/UNIT

This officer is under my immediate supervision and I confirm that he/she has no liabilities with the department

Verified by…….....Sign…….

PART C: DEAN OF SCHOOL/ DIRECTOR OF INSTITUTE

I confirm that this officer has/has no liabilities with the Faculty

Verified by……..Sign……

PART D: LIBRARY

All books returned/not returned…….Charge

Kshs:……..…… Verified by……

Sign……Date……..…….

PART E: BOOKSHOP

Outstanding amount

Kshs:…….…… Verified

by……. Sign……...…Date……

PART F: UNIVERSITY FARM

Outstanding amount Kshs:……

Sign……..……. Verified by……

Sign……Date……..…….

PART G: ESTATES STORE

PART (i): Verified by……. Sign……..……

(ii) Inspection of House No……..…… Date……..……..

(Inspection Report attached)

We consider that the occupant be surcharged a sum of Kshs:……..……Verified by…… Sign ……Date……..……

PART H: MUSCO SACCO

Loans Balance Kshs:……

Verified by……Sign……..……Date……

PART I: EXPENDITURE SECTION

Medical and other outstanding bills Kshs:……..……...……..

Verified by…….…… Sign……

PART J: PERSONAL CLAIMS SECTION

Outstanding amount of imprest Kshs:…….……

Verified by……..Sign……Date……..……

PART K: REVENUE SECTION

Outstanding Invoices Kshs:……..…….

Verified by:…… Sign……Date……

PART L: HOUSING

(i) Outstanding House Rent Kshs:…….……..……..

(ii) Outstanding Electricity Bill Kshs:…….…….……

(iii) Outstanding Water Bill Kshs:……..…….……

Verified by:…… Sign……..……Date…….……

REGISTRY: M Number of leave days balance…….……..

Staff Identification Card Returned/Not Returned…….……Charge Ksh…….…….

Verified by…..……..Sign……Date:…….

PART: N: SALARY SECTION

(i) Outstanding salary advance…….……

(ii) Salary has been stopped with effect from…….……..

(iii) Salary overpayment amounts to Kshs……....

Verified by…… Sign……Date…….……..

PART O: AUTHORISED/APPROVED

Both certificates received

Deputy Principal Administration, Planning & Finance

…….....…… …….

Signature Date


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