

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.....
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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: ESTATES STORE

PART (F): 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 G: EXPENDITURE SECTION

Medical and other outstanding bills Kshs:.....
Verified by..... Sign.....

PART H: PERSONAL CLAIMS SECTION

Outstanding amount of imprest Kshs:.....

Verified by.....Sign.....Date.....

PART I: REVENUE SECTION

Outstanding Invoices Kshs:.....

Verified by:..... Sign.....Date.....

PART J: HOUSING

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

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

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

Verified by:..... Sign.....Date.....

REGISTRY: K Number of leave days balance.....

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

Verified by.....Sign.....Date:.....

PART: L: 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 M: AUTHORISED/APPROVED

Both certificates received

Deputy Principal Administration & Finance

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