

**MOI UNIVERSITY
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:

- (i) Over expenditure refund is subject to 15% of the amount advanced.
 - (ii) Use of personal vehicle is considered only where prior approval was sought.
 - (iii) Taxi fare is payable to and from airport only where authority was sought.
 - (iv) Expenses must be accompanied by receipts
 - (v) 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:.....(Internal Auditor)
 4. Imprest Register Posted by: Date: