

IMPREST WARRANT

No

(Please read conditions on issue of Imprest on reverse)

1. Name of applicant.....
 Designation.....
 Personal Number Dept.
 I apply for Standing/Temporary/Special. *Imprest of Ksh.

in words
 for the following purposes:
 Nature of duty.....
 Proposed Itinerary.....
 Estimated Number of days away from Station.....

Date

Signature of Applicant _____

2. (i) I hereby authorize the Journey and confirm that funds are available to meet the expenses and that the amount is realistic and a proper charge against public funds.
 (ii) I certify that the applicant does not have any outstanding imprest.
 (iii) I certify that I have verified the Personal Number and the name of the applicant and they are correct.

Date.....

*Head of
 Department/coordinator/team leader*

3. I certify that the amount has been noted in the Imprest Register Folio No..... and the applicant does not have any outstanding Imprest.

Date.....

Accountant-in-Charge—Imprest

4. I certify that the Imprest has been noted in the Vote Book and that the balance available in the chargeable item after taking into account this commitment is Ksh.

.....
Accountant-in-Charge—Vote Book Control

5. Approved/Not Approved*

Date.....

Accounting Officer/Finance officer

6. I acknowledge receipt of an imprest of Ksh..... which I undertake to account for in full on or before the In the event of my failure to retire the imprest within 48 hours following return from official duty, the Accounting Officer, Ministry will recover the amount in full from my salary in addition to any other action that may be preferred against me.

Date.....

Imprest Holder

<i>Accounts No.</i>	<i>Dept. Voucher No.</i>	<i>Station</i>	<i>C.B. Vr. No.</i>	<i>Date</i>	<i>KS/i.</i>	<i>cts.</i>

*Delete as applicable.
 Original copy for use by the Accounts Department.
 Duplicate copy to be retained by the Imprests Section.
 Triplicate copy to be used by the applicant to account for the imprest. Quadruplicate to remain in the pad.