



Centre for Mathematics, Science and Technology Education in Africa (CEMASTE)

IMPREST ISSUANCE FORM

NAME: .....

DATE.....

Part (A): Details of Imprest

Table with 3 columns: Purpose/Nature of Duty, Date(s) of Activity, Amount(Kshs). Includes a Total Amount Required row at the bottom.

Part (B): I have no outstanding imprest as at today.

Signature of Applicant:.....

Date.....

Part (C): All my previous imprests have been fully surrendered. Sign..... Date.....

Part (D): Checked by : .....Date.....

Approved by : .....Date.....



ISO 9001:2015 CERTIFIED