



**GARISSA UNIVERSITY COLLEGE**  
(A Constituent College of 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:.....

<b>This was disbursed as follows:-</b>	<b>AMOUNT</b>	<b>VOTE</b>
<b>SUBSISTENCE:</b> Self	Kshs.	
Driver(Signature)	Kshs.	
If others: Append list duly signed.	Kshs.	
<b>TRANSPORT:</b> Mileage	Kshs.	
Public (Attach Receipt)	Kshs.	
University Vehicle Fuel (Attach relevant receipts)	Kshs.	
Others: (attach photocopy of Work-Ticket)	Kshs.	
<b>TOTAL</b>		
<b>OVERSPENT/UNDERSPENT</b> (Imprest No: .....)	Kshs.....	
<b>Reason:</b> .....		
.....		
<b>CLAIMANT:</b>	<b>SIGN:</b>	

**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: .....