

APPLICATION FOR SPECIAL IMPREST/SAFARI IMPREST

SHS (In words).....

PART A:
APPLICATION

1. Name of Applicant
Designation
Department
Salary per month shs.
Cheque No.
2. I apply for special Imprest/safari Imprest for the following, reasons:
.....
.....
3. The outstanding balance on my account is shs.
As at/...../2017

Date:
Signature of Applicant

PART B:
COMMENTS OF HEAD OF DEPARTMENT

I recommend/do not recommend the Special Imprest/Safari Imprest (shs).....
..... to be paid to the applicant for the following reasons:
.....
.....

Date:/...../2017 Signature
HEAD OF DEPARTMENT

**PART C:
COMMENTS OF THE TREASURER**

According to our books, the position in respect of previous Special Imprest/Safari Imprest paid to the Applicant is as follows:

- (i) Total outstanding imprest shs.
- (ii) Total outstanding Advances shs

I therefore recommend that the applicant may/may not be paid the advance/imprest for the following reasons:

.....
.....
.....

Date:/...../2017

.....
TREASURER

**PART D:
DIRECTOR'S DECISION**

In the light of the above facts, I approve/do not approve the advance/imprest to the extent of Shs.
.....(In Words)
any amount spent in excess of this amount without my prior approval will not be accepted.

DATE:/...../2017

.....
DISTRICT EXECUTIVE DIRECTOR