

IMPREST REQUISITION FORM

# PART I: PERSONAL DETAILS

Name: ……………………………………………….…………………. P/No: ………..……………….

Designation: …………………………………………………………… RF: ……………………………

Department/Division: ..................................................................... Mobile No**.**……….……...……

**PART II: PROVIDE BANK/ MPESA DETAILS**

Bank Name: ………….…………………………………………………………………………....……………….

A/C No: ……..……..………………..……………….. Branch: ………….……………………………..

**OR**

Mpesa Name: ………………………………………….…………………………………………..……………….

Mobile No.: ………….………………………………..…………………………….………………..……………..

## PART III: EXPENSES

1. Per Diem Allowance ……..….…….……No. of days…..………….…Fare/Taxi …….………………
2. Fuel Expenses Kshs……………………..………………………………………………………………
3. Proposed Itinerary/Purpose/Description; ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
4. I certify that the above information is true and correct.

Imprest Holder Signature ………………………………….. Date ………………...………………….

1. Head of Department Signature …………………………… Date ……………………...…………….

I authorize the journey and confirm that the funds are available to meet the expenses and

the amount is realistic and properly charged against public funds.

Cost Centre Head signature………………….……… Imprest Amount……………………..…….……

Imprest due for Surrender by (date)……………………………………….……….……………………………..

Passed by (Accountant/Imprest Officer)………………………………………. Date………….………............