KENYA FORESTRY RESEARCH INSTITUTE

IMPREST REQUISITION FORM

# PART I: PERSONAL DETAILS

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

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

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

**PART II: PROVIDE BANK DETAILS**

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

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

## 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 ……………………..
2. *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…………

### PART IV: FINANCE DIVISION- OUTSTANDING IMPRESTS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Imprest type/No.** | **Surrender Date** | **Amount** | **Remarks** |

1………………… …………………… ………………… …………… ………………..

2………………… …………………… ………………… …………… ………………..

Imprest due for Surrender by (date)………………………………………. Acc. No………………………………..

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