

**KENYA FORESTRY RESEARCH INSTITUTE**

**TEMPORARY IMPREST/ADVANCE FORM**

Name: .......................................................... Station: …………………………….

Designation………………………………………… Personal no………………….

I wish to apply for a temporary Imprest of Kshs………………………………………....…..

(Amount in words)Ksh……………………………………………………………………........….

PURPOSE…………………………………………………………………………...........………….

………………………………………………………………………………………...............………

I undertake to account for the Imprest failure to which the same will be deducted from my salary

Applicant signature: ………………………… Date: ………………………..

Approved by………………………………… Date: …………………………

**(HoD/RD/OiC)**

Checked by……………………… Sign …………………… Date: …………………………

**(Centre Accountant)**

Paid by: ………………………… Sign …………………….. Date: …….…………………..

Received by: …………………… Sign ….………………… Date: …………………………….