KERI/F/FIN/11



**KENYA FORESTRY RESEARCH INSTITUTE**

**IMPREST WARRANT**

1. Name of applicant……………… Designation: .................. Job Group:.................

Personal No: .....… Branch/Department/Division.........

I apply for Standing/Temporary/Special Imprest of Kshs: ………….

In words: …………………………………

**For the following Purposes**

Nature of duty : …………………………………………………………………

Proposed Itinerary…………………………………………………………..

Signature of the applicant: ............................. Date: ...........................

2. Examination

…………………………………….. Date………………………………

Examined by

3. Approved/Not approved ………………………………………. Date…………………………

Accounting officer

4. I certify that the amount has been noted in the Imprest Register Folio No. ………

…………………………………….. Date………………………………

Accountant in charge Imprest Section

5. I certify that the Imprest has been noted in Vote book and that the balance available in the chargeable item after taking into account this commitment is Kshs ………………………………………. Date…………………………

Accountant in charge Votebook Control

6. Passed for payment by………..Date………………Internal Auditor…………..

Signature………….Date…….

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Centre** | **A/C no.** | **Voucher No.** | **Station** | **Amt. Ksh** |

**CONDITIONS OF ISSUE OF IMPREST**

1. This warrant must not be authorized unless and until all previous imprest have been surrendered and fully accounted for.
2. This warrant should not be approved unless the chargeable item has/have sufficient funds to meet the resultant expenditure.
3. Imprests must never be treated as loans or personal advances and where one has failed to account for an imprest on due date his entire salary must be utilized until the whole debt is liquidated.
4. All temporary imprests must be surrendered or accounted for within 72 hrs following return from official journey in accordance with Treasury Circular No. 16 of 2 November 1970 and No. 2 of 21st March 1982
5. Imprests will be issued and accounted for in accordance with regulations in force from time to time.
6. In case of imprests issued for overseas travel, imprest holder should within 72hrs of their return complete the certificate given here below to facilitate calculation of their entitlement based on per diem rate

I certify that I was on official duty in………………….. for …………………………. Days from ……………………… to …………….. as supported by departure/arrival dates in my passport No

……………….. Date

1. Where an official claims accommodation allowance in lieu of hotel expenses he should complete the certificate appended here below:

I certify that I was on official duty in………………….. for …………………………. Days from ……………………… to …………….. and that no hotel expenses have been claimed for three days

………………………. Imprest holder

I certify that the above information is correct

Date ………………….. Head of Department

1. I acknowledge receipt of an imprest of Kshs…………..which I undertake to account for in full or before the…………In the event of my failure to retire the imprest within 72hrs following return from official duty, the accounting officer KEFRI will recover the amount in full from salary in additional to any other action that may be preferred against me. Name……………………………….ID No………………….

Signature………………………………………….Date…………………………