

Ref.....

Date.....

RETIREMENT OF SPECIAL IMPREST

(To be completed by officers retiring Special Imprest in Triplicate)

PART I

I(Name).....(Designation)

OfMinistry /Department stationed at.....

(Place) hereby apply for a Special Imprest of \$/K.....which was

issued to me on cheque numberDate.....Used as follows:

| | \$ | K |
|--|--------------|--------------|
| Subsistence /Kilometer allowance / Hotel charges | | |
| Transport charges / incidental expenses as per claim on accounts form No. 44A/44B attached | | |
| Amount retired in cash / cheque | <u>.....</u> | <u>.....</u> |

.....

Signature

Date

PART II

(To be completed by the Accounting Officer and returned to the officer retiring the imprest). The retirement of imprest has been accounted as follows:

| | CODE | AMOUNT | | | |
|--------------------------|----------|--------|-------|--|--|
| Ref: | | \$ | K | | |
| Journal Voucher No | DR | | | | |
| | DR | | | | |
| | DR | | | | |
| | DR | | | | |
| | CR | | | | |

General Receipt No

The balance of \$ / K is outstanding and will be recovered from your salary as follows (see financial regulations 186)

Date:

Signature of Accounting Officer

Delete as necessary