**LOGO HERE**

**IMPREST REQUEST FORM**

NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name: \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(**In block letters)**

Being payment for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested: Tsh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rate per day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ number of days \_\_\_\_

Total\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in words \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cash /Cheque No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount accrued from previous un-retired Imprest: Tsh:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in words \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AUTHORIZATION**

**PAYMENT APPROVED BY: PAYMENT CHECKED BY:**

Department /Head of section Accountant/Finance officer

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PAYMENT AUTHORISED BY: PAYMENT RECEIVED BY:**

Executive director: Payee Signature:\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

(PAID STAMP HERE)

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_