





WATER RESOURCES MANAGEMENT AUTHORITY

TITLE: Imprest Surrender Form	REF. NO: F/4/13
	ISSUE NO: 02
DEPARTMENT: Finance & Administration	REV. NO: 01
ISSUED BY: CA	DATE OF ISSUE: 7 <sup>th</sup> January, 2013
AUTHORIZED BY: FAM	PAGE: 1 of 2

IMPREST SURRENDER FORM

Surr. No. ....

A. IMPREST DETAILS

Imprest Holder's Name ..... P/No. ....  
 Designation ..... Department .....  
 Imprest Type -Travel  - Other  Destination (travel) .....  
 Trip dates: Departure ..... Arrival .....  
 Signature ..... Date .....

Imprest No: ..... Folio ..... Amount Taken Kshs. \_\_\_\_\_

B. EXPENDITURE ANALYSIS

Traveling and Accommodation

Fare ..... Kshs .....  
 Breakfast / Lunch / Supper ..... Kshs .....  
 Accommodation (Per diem) ..... Days Kshs .....

Transport Expenses

Puncture/minor repairs ..... Kshs .....  
 Oils & Lubricants ..... Litres Kshs .....  
 Fuel Consumed ..... Litres Kshs .....

Other Expenses (specify)

(i) ..... Kshs .....  
 (ii) ..... Kshs .....  
 (iii) ..... Kshs .....

Sub Total ..... Kshs .....

Balance (Deficit / Surplus) ..... Kshs .....

TOTAL - Kshs. \_\_\_\_\_

Confirmed by (Head of Dept.): .....

Signature ..... Date .....

C. ACCOUNTS / AUTHORIZATION

Un-used Imprest surrendered Kshs: ..... Receipt No: .....

Amount claimed Kshs: ..... Payable PV/PCV No: .....

Balance brought fwd Kshs: ..... Outstanding/ cfwd. Kshs: .....

Checked by (Accountant /Accts. Assist.): ..... Signature ..... Date .....

Authorized by (CA /Accountant): ..... Signature ..... Date .....