

TEACHERS SERVICE COMMISSION

Telephone: Nairobi 2892000
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TSC HOUSE
KILIMANJARO ROAD
UPPER HILL
PRIVATE BAG
NAIROBI, KENYA

TO: DEPUTY DIRECTOR
(ACCOUNTS)

THROUGH:

TSC/ACC/13- APPLICATION FOR IMPREST

PART I: To be completed by the imprest applicant in duplicate

- (a) Name TSC. no. IFMIS NO.
- (b) Directorate/Division
- (c) Telephone no. Office Ext. (**mandatory**)
- (d) Job group/ scale Designation
- (e) Bank /Branch A/C no.
- (f) I apply for Standing/ Temporary imprest of Kshs. for the following purposes
- (g) Programme
- (h) Number of days to be away
- (i) Proposed itinerary
- (j) Date of departure
- (k) Signature Date

PART II: OTHER CERTIFICATES

- (a) To be completed by the imprest control officer.

I certify that the officer has **NO** outstanding imprest

Date Signature
(Officer in charge of imprest surrender)

- (b) To be completed by the Vote Book Certificate holder signaling ability to meet this expenditure

Date Signature vote

(Officer in charge of Vote Book control)

PART III: AUTHORISATIONS

Approved/Not approved imprest of Kshs.

Date Signature

For: CS/D(F)