

APPLICATION FOR SALARY ADVANCE/IMPREST **TSHS.**/=
(Made under Regulation 165)

PART 'A'

APPLICATION

- 1. Name of Applicant Check No.
Designation Salary Scale
2. I apply for a advance/Imprest as shown above for the following reasons:
3. The outstanding balance of my account in Tshs.
4. The recent advance/Imprest was paid to me on 20..... and is now
cleared/still outstanding to the extent of Tshs..... excluding the previous
advance/imprest
Date:..... Signature of Applicant.....

PART 'B'

COMMENTS OF HEAD OF DEPARTMENT

I recommended/do not recommend the advance/imprest to be paid to the applicant
for the reasons given below:

Signature..... Date..... Designation.....

PART 'C'

COMMENTS OF CREDITS AND DEBTS CONTROL SECTION

According to our books of Accounts the position in respect of the previous advance/imprest
is as follows;

Total outstanding to-date Tshs.....

- i) Date of Recent advance/Imprest.....
ii) Amount of recent advance/Imprest still outstanding Tshs.....

Signature..... Date..... Designation.....

PART 'D'

COMMENTS OF THE DISTRICT TREASURER/ DISTRICT EXECUTIVE DIRECTOR

In the light of the above fact, I approve/do not approve the advance/imprest applied for by:_____ to the context of Shs_____ to be recoverable as under_____ Signature _____

DISTRICT EXECUTIVE DIRECTOR/DISTRICT TREASURE

Date_____/_____/20_____

I have received from treasury cheque No_____ for Tshs_____ in respect of _____ Advanced/imprest applied for on_____

Date_____/_____/20_____

Payee signature_____