GREAT LAKES UNIVERSITY OF KISUMU

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Imprest Surrender Form

Name: …….. S / N ……

Expense analysis	Code	Budget line	Cluster	Amount (Shs)
Total				

Date	Details		Amount (Ksh)
	Total Expense Incurred		
	Less: Imprest		
	Total Imprest		
	Less: GLUK charges		
	Amount due to claimant / GLUK		

Prepared by ……..... Sign ……. Date ……

Approved by (HOD)…….…. Sign ……. Date ……

Checked by(Finance) …… Sign ……. Date ……

Authorized by …….. Sign ……. Date ……

Form 204( )