

REPUBLIC OF KENYA



MINISTRY OF EDUCATION, SCIENCE & TECHNOLOGY STATE DEPARTMENT OF EDUCATION

Telephone: 064-21534
Fax: 064-21316
E-mail: deoigembesouth@yahoo.com
When replying please quote:

DISTRICT EDUCATION OFFICE
IGEMBE SOUTH SUB-COUNTY
P.O BOX 407
MAUA
4/11/2015

MN/AUD/ADM/8

**All principals
Secondary schools
Meru North District**

RE: SENSITIZATION WORKSHOP

The schools audit office -Meru North is inviting all bursars / accounts clerks for a one day sensitization workshop that will be held as follows:-

District	Venue	Date
Tigania East/ West	Karumo Technical	1 st Dec 2015
Igembe South / North	Kangeta Girls	2 nd Dec 2015

The workshop will cover the following areas:-

- Submission of books of accounts
- Guidelines on budget preparation
- Guidelines on procurement

The charges are Kshs. 2000 per participants to cater for facilitation tea, snacks, lunch and administration expenses. Payment should be made in cash at the venue. Transport to and back to be provided by the respective institutions. The participants are requested to be punctual.

For any enquiry contact -0720929124.

Yours faithfully

**Kamunge Samuel
District School Auditor
Meru North**