

## Expenditure & Float Management Agreement.

### 1. Purpose

To facilitate seamless errand execution, the Client agrees to provide a "Purchase Float." This ensures that Kiuki Concierge can settle third-party bills (groceries, fuel, service fees) immediately on the Client's behalf.

### 2. The Float.

The Pre-Funded Account:

The Client maintains a standing float of Ksh \_\_\_\_\_. Kiuki Concierge will deduct expenses from this and request a "top-up" once the balance hits Ksh

\_\_\_\_\_.

### 3. Accountability & Receipts

- Kiuki Concierge commits to providing original receipts (digital or physical) for every cent spent.
- A "Monthly Expenditure Statement" will be provided on the 1st of every month for the previous month.

### 4. Authorization Limits

Kiuki Concierge is authorized to spend up to an Amount of Kshs \_\_\_\_\_ on "discretionary" items (like emergency repairs or standard grocery refills) without immediate verbal approval. Any item exceeding this requires a text/call confirmation.

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_