



IMPREST SURRENDER FORM

To: Finance /Accounts Office

Date: 3/28/2022 12:00:00 AM

From: Software Engineer

RE: SURRENDER OF ADVANCED IMPREST.

I was advanced an imprest of **Kshs. 120.00** to attend and participate in the Description held between to at , in fhafdfjdf.

Expenditure Breakdown:

	Description	Budgeted	Actual
1.	Food	60.00	0.00
2.	Bananas	60.00	0.00
	TOTAL EXPENDITURE	120.00	0.00
	SURPLUS/(DEFICIT)		0.00

Find attached the supporting documents for this expenditure and kindly facilitate the refund of **Kshs. 0.00** being the deficit incurred.

Yours Faithfully,

Name Victor Okinyi Signature _____
 Otieno

Reviewed by: _____ Signature _____ Date: _____

Approved by: _____ Signature _____ Date _____