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## IMPREST APPLICATION MEMO

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**Document Date:** 9/14/2020 12:00:00 AM

**FROM:** James Gathura Nduati

**SUBJECT:** ASSESSMENT OF EXAMINATION CENTRES

To assess the suitability of the proposed examination centres for conduct of the November 2020

### PART 1: PROPOSED TEAM:

P/No.	Name	Job Group	Entitlement	Unrendered
00089	Anthony Mwangi Kimani	LEVEL 07	750.00	0.00
00089	Anthony Mwangi Kimani	LEVEL 07	33,600.00	0.00
00089	Anthony Mwangi Kimani	LEVEL 07	1,500.00	0.00
00089	Anthony Mwangi Kimani	LEVEL 07	800.00	0.00
00170	James Gathura Nduati	LEVEL 02	1,200.00	0.00
00170	James Gathura Nduati	LEVEL 02	50,400.00	0.00
00170	James Gathura Nduati	LEVEL 02	2,400.00	0.00
00170	James Gathura Nduati	LEVEL 02	1,800.00	0.00

### PART 2: RESOURCE REQUIREMENTS:

#### PART 2.1: Subsistence Allowance

P/No.	Name	Job Group	Town	Entitlement Rate	Transport Cost	Time Period	Total Entitlement
00089	Anthony Mwangi Kimani	LEVEL 07	BREAKFAST	750.00		1	750.00
00089	Anthony Mwangi Kimani	LEVEL 07	COUNTY HQ	8,400.00		4	33,600.00
00089	Anthony Mwangi Kimani	LEVEL 07	LUNCH	1,500.00		1	1,500.00
00089	Anthony Mwangi Kimani	LEVEL 07	REFRESH	800.00		1	800.00
00170	James Gathura Nduati	LEVEL 02	BREAKFAST	1,200.00		1	1,200.00
00170	James Gathura Nduati	LEVEL 02	COUNTY HQ	12,600.00		4	50,400.00
00170	James Gathura Nduati	LEVEL 02	LUNCH	2,400.00		1	2,400.00
00170	James Gathura Nduati	LEVEL 02	REFRESH	1,800.00		1	1,800.00

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PART 2.2: Fuel Required

No.	Description	Work Type	Consumption Rate	Distance (KM)	Total Fuel
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PART 2.3: Maintenance Costs (From Transport Officer)

Reg No.	Description	Work Type	Last Maintenance Cost	Qty/Mileage	Expected Cost
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PART 2.4: Other Safari Costs

No.	Description	Required For/Purpose	Qty Required	Unit Cost	Total Amount
20050-305	Mileage Expenses	Mileage allowance for return trip from Nairobi to Isiolo and back Nairobi	560	45.00	25,200.00

PART 3: SUMMARY OF COSTS

Project: FY2020-21-Operating Budget for FY2020/2021

Project Task: 1025- Invigilation - Accreditation

Budgeted Amount: 1,500,000.00

Remaining Amount: 1,500,000.00

Less This Entry 117,650.00

Remaining Amount: 1,382,350.00

PART 4: BANK DETAILS OF THE PROPOSED SAFARI IMPREST MEMBERS:

P/No.	Name	Bank Account No.	Bank Name	Branch
00089	Anthony Mwangi Kimani			
00089	Anthony Mwangi Kimani			
00089	Anthony Mwangi Kimani			
00089	Anthony Mwangi Kimani			
00170	James Gathura Nduati			
00170	James Gathura Nduati			
00170	James Gathura Nduati			
00170	James Gathura Nduati			

Prepared By		Approver:	Michael Muthigani
Date	9/14/2020 11:57 AM	Date	9/14/2020 12:33 PM
Signature		Signature	
Head Of Department	James Nduati		
Date	9/14/2020 12:36 PM		
Signature			

