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**ACCOUNTABILITY SUBMISSION FORM**

**Name**: …………………………**Date:**…………………………………

**Tel No:** ………………………… **Email:**……………………………….

**College/Department**. …………… **Period** .…………………..

**Cheque No…………………….. Voucher No …………………….**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Advance (Ugx) | Actual Exp (Ugx) | Reference (marked on the attached Documents) | variance | Remarks |
|  |  |  |  | 00 |  |
|  |  |  |  | 00 |
| **Sub-Total** |  |  |  | 00 |
|  |  |  |  |  |  |
|  |  |  |  | 00 |
| **Sub-Total** |  |  |  | **00** |  |
| **Sub-Total** |  |  |  | **00** |  |
|  |  |  |  |  |  |
| **Total** |  |  |  | 00 |  |
| **GRAND TOTAL** |  |  |  |  |  |

Advancee: Received by (RIF) Bursar’s office Received (Audit)

**Sign:**…………………… ………............... ……………….. …………………….

**Name:** …………………… ………………. ……………….. ……………………..

**Date:** ………………………………… ……………….. ……………………..

Researcher/PI/Staff Chair GMC/Director Univ. Bursar Internal Auditor