

**MEATU DISTRICT COUNCIL**



**IMPREST APPLICATION FORM  
(The Local Authority Financial Memorandum -1997)**

**NAME**.....**DATE** .....

**DEPARTMENT** .....**CHECK NO**.....

**AMOUNT REQUESTED T.SHS**

**PURPOSE OF IMPREST**

.....  
.....  
.....

**JUSTIFICATION OF AMOUNT REQUESTED**

**ITEM DESCRIPTION**

**AMOUNT**

| ITEM DESCRIPTION | AMOUNT |
|------------------|--------|
| .....            | .....  |
| .....            | .....  |
| .....            | .....  |
| .....            | .....  |
| .....            | .....  |
| .....            | .....  |
| .....            | .....  |
| .....            | .....  |

**TOTAL IMPREST REQUESTED SHS** .....

I certify that this imprest will be used solely for the specified purpose and understood that if it is not retired with in 14 days of the completion of the purpose the amount advanced will be deducted from my salary.  
Signature of Applicant ..... Date .....

**COMMENTS OF HEAD OF DEPARTMENT**

I recommend/do not recommend the imprest to be paid to the applicant to the extent of T.shs .....For the above mentioned purpose.

Signature of HOD .....Fungu/account..... Date .....

**IMPREST LEDGER HOLDER**

According to our books the position in respect previous effort is as follows:  
The applicant imprest ledger shows the balance of T.shs .....  
Being un retired imprest issued on .....  
Signature of imprest ledger holder.....Date .....

**DISTRICT TREASURER**

In the light of the above fact, I approved/do not approve the imprest applied to the extend of T.shs .....

Signature of District Treasurer.....Date .....

**DISTRICT EXECUTIVE DIRECTOR**

I approve/do not approve the imprest applied to the extent of Tshs .....

Signature of District Executive Director.....Date .....