

# TEACHERS SERVICE COMMISSION

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TSC HOUSE  
KILIMANJARO ROAD  
UPPER HILL  
PRIVATE BAG- 00100  
NAIROBI, KENYA

TO: DIRECTOR (ACCOUNTS)

FROM -----

THROUGH -----

## TSC/ACC/13- APPLICATION FOR IMPREST

**PART 1:** To be completed by the imp rest applicant in duplicate

- (a) Name -----payroll /TSC. no.-----
  - (b) Address-----
  - (c) Job group/ scale -----Designation-----
  - (d) Bank /Branch.....A/C no.....
  - (e) Department/division-----
  - (f) Date of departure-----. Telephone -----
  - (g) I apply for Standing/ Temporary/ Special imp rest of Kshs. -----  
for the following purposes
  - (h) Nature of duty-----
  - (i) Proposed itinerary -----
  - (j) Number of days to be away-----
  - (k) I certify that I have/have no previous outstanding imp rest
- Signature-----Date-----

## PART 11 OTHER CERTIFICATES

(a) To be completed by the Vote Book Holder signaling ability to meet this expenditure:

Date ..... Signature..... vote.....  
(Officer in charge of Vote Book control)

(b) To be completed by the imp rest control officer

I certify that the officer an/ no outstanding imp rest

Number. .... Date.....

For Kshs.....

Date..... Signature..... (Officer In Charge of Imp rest)

## PART 111 AUTHORISATIONS

Approved/Not approved imp rest of Kshs.....

Date .....Signature.....

CS/D (F)