

**APPLICATION FOR ADVANCE/IMPREST
TSHS.....
(Made under Regulation 163)**

PART A:

APPLICATION:

1. Name of Applicant
.....
1. Designation.....
Salary Scale.....(Monthly Salary).....
3. I apply for an advance/Imprest is shown above for the following
reason.....
.....
4. The outstanding balance on my accounts Tshs.....As at.....
5. The recent advance/Imprest was paid to me on.....20.....
And is now already still outstanding to the extent of Tshs excluding the previous
Advance imprest.
Date.....

(Signature of applicant)

PART B:

COMMENTS OF HEAD OF DEPARTMENT

I recommend*/do not recommend the advance to be the applicant for the reasons given
below.....
.....
.....
Date.....Signature.....Department.....

PART C:

COMMENTS OF THE TREASURE

According to our books the posit respect of the previous advance/imprest is as follows.
Total outstanding to date Tshs.....
1. Date of present advance/imprest still.....200.....
2. Amount of present advance/imprest still.....
Outstanding Tshs.....
I therefore recommend that.....
.....
Date.....Signature.....Treasure.....

PART D:

DECISION:

I The light of the above facts, I approve/do not approve the advance/Imprest Applied for
by.....
To the except of Tshs.....
.....
Date.....20.....

Signature.....
DISTRICT EXECUTIVE DIRECTOR