

Dept. Ref.....

IMPREST WARRANT
To: Permanent Secretary
Ministry of Finance and Treasury

Voucher No:	
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I hereby apply for a [Standing/ Special] Imprest of \$.....
to be issued to.....on..... for the purpose of paying
(detail-if necessary use reverse)
.....
and which will be retired to you on or before

Date..... Accounting Officer.....

II Imprest Warrant No.....in the sum of \$.....and only for purposes as above
mentioned..... is hereby approved and may be paid.

Date..... Accountant General's Office.....

III I..... (Imprest holder) hereby acknowledge receipt of the sum of
\$..... which I understand is to be used and retired as set out in the application above and for
no other purpose and that I shall comply with the Financial Instructions [P7 58 to P7 77] and any other
Instructions in force during the period of the Imprest. I further understand that I will be subjected to Financial
Instruction M1 24.3¹ for failure to retire an Imprest.

Date.....Name of Imprest Holder.....Signature.....

TO BE COMPLETED BY TREASURY

Account Description.....			
IMPREST SECTION		PAYMENT SECTION	
Imprest Holder	Previous Imprest		Cheque No:
	Cleared <input type="checkbox"/>	Outstanding <input type="checkbox"/>	
Comment			Checked By:
Imprest No			Signed:
Account Code	Expenditure Account		\$
	Below the Line Account		
Vendor code		Temp No	
Checked By		Date	

¹ Equal monthly amounts not more than one quarter of the officer's net salary will be deducted until the amount owing is repaid