

MAFIA DISTRICT COUNCIL

FORM LGSC.

**APPLICATION FOR ADVANCE/IMPREST
TSHS.....
(Made under Regulation 193)**

APPLICATION

PART A:

Name of applicant Designation

Salary Scale.....(Monthly Salary).....

2. I apply for an Advance/Imprest as shown above for the following reason

3. (s).....

4. The outstanding balance on my account is T.shs..... as 200.....

5. The recent advance/imprest was paid to me on.....200.... and is now/cleared/still

Excluding the previous advance/imprest... ..

Date.....

SIGNATURE

PART B:

COMMENTS OF HEAD OF DEPARTMENT.

I recommend/do not recommend the advance to be paid to the applicant for the reasons given below:

.....

Date.....

SIGNATURE

PART C:

COMMENT OF TREASURER

According to out books the position in respect of previous advance/imprest is follow total

Outstanding to date T.shs,.....I therefore recommend

that.....

Date.....

SIGNATURE

PART D:

DECISION

In the light of the above facts, I approve not approve to the advance/imprest applied for

T.shs.....to be recoverable under.....

.....

SIGNATURE

DISTRICT EXECUTIVE DIRECTOR.

Date.....