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|---|---|---|
| | ENGINEERS REGISTRATION BOARD<br><br>FINANCE AND ADMINISTRATION | Revision: 3 |
| Document No: ERB/FRM/ | Title: **Retirement of Special Imprest** | Page 1 of 1 |

| EMPLOYEE NAMES | SALARY SCALE | FILE NO. | DIVISION | DATE |
|---|---|---|---|---|
| | | | | |

| | |
|---|---|
| IMPREST: | ACCOUNTED: |
| PV NO: | CR.MEMO: |
| CHQ NO: | DN NO: |
| | GRN: |

ACCOUNTED AMOUNT: (Attached receipts and signing lists)

| ITEM | UNIT | RATE | TOTAL |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| **TOTAL ACCOUNTED** | | | |

IMPREST TAKEN:

NET DUE:

| APPROVAL | DATE | SIGNATURE |
|---|---|---|
| 1. CLAIMANT | | |
| 2. HEAD OF DIVISION/STATION | | |
| 3. CHIEF ACCOUNTANT | | |
| 4. DIRECTORS | | |

| FOR ACCOUNTS USE ONLY | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| ACCOUNT CODE | | | | AMOUNT | DR/CR | PAYMENT | | |
| | | | | | | DATE | CHQ NO. | PAYEE SIGNS |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| CHECKED BY: | | | | POSTED BY: | | FILED BY: | | |

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| This is a controlled document | Issued on: Date……. Month……Year…. |