UNIVERSITY OF GHANA

FINANCE DIRECTORATE

REF. RY:.....

ACCOUNTABLE IMPREST RETIREMENT FORM

DEPARTMENT (UNIT): .....

PURPOSE FUNDS WERE USED FOR

.....

.....

.....

.....

.....*(Detailed description)*

TOTAL AMOUNT RECEIVED: GH¢.....

ANALYSIS **AMOUNT REQUESTED: GH¢**.....

ACCOUNT DESCRIPTION	Ref. No.	Cost Centre & Expense Code	Estimated Amount GH¢	Actual Amount GH¢
1.	01			
2.	02			
3.	03			
4. Amount paid to Chest (If Any)	04			
TOTAL				

NB: ***REFUND WOULD ONLY BE ACCEPTED UP TO 5% OF AMOUNT ADVANCED.***
KINDLY ATTACH A COPY OF SUBMITTED ACCOUNTABLE IMPREST REQUEST FORM (If Available).

RETIRED BY: Name (PAYEE): ..... Signature .....

Designation..... Staff No.: ..... Date.....

APPROVED BY: *(VC, PRO-VC, PROVOST, REGISTRAR, DEAN, DIR., HOD.)*

Name..... Signature.....

Designation..... Date.....

For Internal Audit Use Only:

POST-AUDITED BY: *(INTERNAL AUDITOR OR REPRESENTATIVE)*

Name..... Signature.....

Designation..... Date & Stamp.....

For Finance Office Use Only:

AUTHORISED BY: *(DIRECTOR OF FINANCE OR REPRESENTATIVE)*

Name..... Signature.....

Designation..... Date.....

CAPTURED BY: ***CHECKED/VALIDATED BY:***

Name..... Name.....

Signature & Date..... Signature & Date.....

DEBTOR A/C TYPE BALANCE ON I.T.S AFTER RETIREMENT HAS BEEN CAPTURED: GH¢:.....

S/N:..... **REF. RY:**..... **A/C TYPE:**.....