

VOCATIONAL EDUCATION AND TRAINING AUTHORITY

IMPREST APPRICATION FORM  
(To be filled in duplicate)

Form no. 3

PART A: To be complete by applicant)

Institution: MPANDA VTC  
 Name: ALBERT MHEMA  
 Directorate/Department of: ADMINISTRATION Designation: ASSISTANT ACCOUNT OFFICER  
 Amount of imprest applied (in figures) Tshs. 4,970,000/=  
 (in word) Tshs: FOUR MILLION NINE HUNDRED SEVENTY THOUSAND ONLY  
 Purpose of imprest: LABOUR CHARGES FOR OFFLOADING & TRANSPORTING BUILDING MATERIALS TO CHUNYA  
DVC PROJECT (1.5KM)  
 Date of travel: 08/03/2022 Expected date of return: .....  
 Applicant signature: [Signature] Date: 07/03/2022

VCP Code	Activity code	Particulars	Amount
	DEPOSIT-B01	LABOUR CHARGES FOR SEVERAL LABORS AT CHUNYA DVC	4,970,000/=
			4,970,000/=

Part B: To be completed by Head of Department)

Approval  
 I have approved/not approved imprest for the above mentioned actives and corresponding amount  
 Date: 07/03/2022 Signature: [Signature]

Part C: (To be completed by Accounts)

Out standing imprest Tshs. 0  
 The applied imprest is recommended/~~not recommended~~ for authorization due to.....  
As REQUESTED ABOVE  
 Date: 07/03/2022 Signature: [Signature]

Part D to be complete by DG/DF/RD/CM/VTCM/PRINCIPAL

I have authorized/not authorized the above mentioned imprest  
Tsh. 4,970,000/=  
 Date: 07/03/2022 Signature: [Signature]

Principal  
 Vocational Training Centre  
 P. O. BOX 190  
 Mpanda  
 (one copy to be application for use during retirement)