



MACHAKOS UNIVERSITY

EXPENDITURE FORM

TO: CHIEF FINANCE OFFICER/ PROCUREMENT OFFICER

REQUESTING OFFICER: SIGN.....

DEPARTMENT:

DATE:

TIME: FROM: TO:

DESCRIPTION AND COST OF THE EXPENDITURE:

.....
.....

S/NO	NATURE OF EXPENDITURE	AMOUNT (KSHS.)

HEAD OF SCHOOL/DEPARTMENT/DIRECTORATE: SIGN.....

DATE:

FINANCE/VOTE BOOK: (For committing) VOTE -HEAD.....

Sign: VOTE BALANCE.....

RECOMMENDED (DVC) APF/RIL/ASA: SIGN..... DATE:

APPROVED (VC): SIGN.....DATE:

NOTE: Expenditure form to be filled and forwarded to the Chief Finance Officer/ Procurement Officer in ample time before the funds/services are required to allow processing procedures for effective and efficient services. Any necessary support document to be attached.

