

**UNIVERSITY OF IBADAN, IBADAN**  
**INTERNAL MEMORANDUM**

**FROM:** .....

**TO:** Director of Audit

**REF** : .....

**DATE:** .....

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APPLICATION FOR AN IMPREST ACCOUNT  
(In Duplicate)

**DETAILS TO BE COMPLETED BY APPLICANT**

DEPARTMENT: .....

HEAD OF DEPARTMENT: .....

AMOUNT REQUESTED: .....

AVERAGE MONTHLY ESTIMATED EXPENDITURE: .....

1. Will a separate Postage Book be Required:.....
2. If so, estimated monthly postage: .....
3. Tick off Expenditure likely to be involved, adding others you may wish to be approved:
  - a. Cleaning Materials (Local Market Purchase)
  - b. Petrol Oil Lubricants (Emergency)
  - c. Printing and Stationary
  - d. Laboratory Materials (Not Equipment)
  - e. Transport and Traveling
  - f. Maintenance and repairs of Vehicles (Emergency)
  - g. Student Tours (Travel and Subsistence, etc.)
  - h. Maintenance of Equipment
  - i. Miscellaneous (Analysis Required) Pads and Bandages)
4. Monies should be kept by a Senior Staff.
5. Who will keep the money?: .....

Signed: .....

Head of Department

Approved: .....

Director of Audit