



**THE NATIONAL TREASURY VOTE 1071
EXPENDITURE REQUISITION FORM**



Requisitioning Officer..... Department..... Signature..... Date.....

1	Expenditure Description	Date Required	Unit Cost/Amount	Total Cost	
2	Confirmation of Funds Availability (Finance Officer)				
	Account to be charged:	Available balance:	Name:	Signature:	Date:
3	Recommendation by Head of Finance				
	Decision (tick) ☐ Approved ☐ Not Approved ☐ Deferred				
	Reasons (mandatory if Not Approved/Deferred)				
	Name:			Signature:	Date:
4	Authorisation by AIE Holder				
	Decision (tick) ☐ Approved ☐ Not Approved				
	Remarks:				
	Certification Statement <i>I certify that this expenditure is authorised, necessary for official purposes, and within approved budget provisions.</i>				
	Name:			Signature:	Date:

Note: 1. Before seeking approval, kindly confirm account balances.

2. Training requests must be accompanied by Human Resource Management Advisory Committee (HRMAC) minutes.