



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



Requisitioning Officer.....

Directorate/Department..... Date.....

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