

**AKENTEN APPIAH-MENKA
UNIVERSITY OF SKILLS TRAINING & ENTREPRENEURIAL DEVELOPMENT
R04 - CLAIM FORM FOR GENERAL EXPENDITURE REFUND**

Part A - Details of Claimant

Name: _____ Designation: _____
 Staff Number: _____ Telephone Number: _____
 Faculty/Department/Section/Unit: _____ Month/Year: _____

Part B - Details of Claim

Justification for Refund [Please state the reason(s) why the expenditure was made by you prior to the release of funds by the University and attach prior approval by the Vice-Chancellor to undertake the relevant activity (Not applicable to an application for refund by the Chief Cashier in respect of utilities and other services and basic items)]

Please provide the below details of the expenditure and write the corresponding amount of refund requested.

SN	Details of Expenditure Item	SRV Number*	Cost (GH¢)

Total _____

* Please quote the number and attach a copy of the Stores Receipt Voucher (SRV) for asset/general stores purchased.

Claimant's Declaration (Please read carefully before signing)

1. I certify that the above expenditure was made by me on behalf of the University. I declare that the information provided above is accurate and free from material misstatement.
2. I have attached the relevant receipts and SRV certified by the University Stores Superintendent and Internal Audit in support of this retirement.
3. I confirm that any asset(s) purchased with the special advance being retired has been duly labeled and entered into my Departmental Asset Register.

Signature of Claimant

Date (DD/MM/YYYY)

Part C - Certification by Head/Dean

Head/Dean

Signature

Date (DD/MM/YYYY)

Part D - Finance Officer's Approval : [] Refund Approved [] Refund Not Approved

Finance Officer

Date (DD/MM/YYYY)

Part E - Claim Summary (For Accounts Officer's Use Only)

Total amount due to Claimant: GH¢ _____

Prepared by

Signature

Date(DD/MM/YYYY)

Checked by

Signature

Date(DD/MM/YYYY)

This Form has been designed in accordance with Section 15.2.1 of the University's Financial and Stores Regulations. It is to be used only for the claim for which it is meant