



**UNIVERSITY OF NAIROBI**  
**FINANCE DEPARTMENT**  
**INTERNAL MEMO**

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**DATE:** FEBRUARY 5, 2016

**FROM:** FINANCE OFFICER

**TO:** DEPUTY FINANCE OFFICER (SWA)  
COLLEGE BURSARS  
SENIOR ACCOUNTANTS

**PROCESSING ADVANCE FORMS**

Further to my memo dated October 30, 2015 on procedures for accounting of advances taken for purposes of research and official duties and in line with good practice, our internal control system of processing Advance Forms needs to be enhanced even further by ensuring the following measures are implemented:

- (i) The advance request submitted should be in writing and duly signed by the applicant.
- (ii) Copy of both the staff ID and National ID should be attached.
- (iii) A register of the Advance Forms is maintained and further subjected to verification by Internal Audit.
- (iv) Monthly submission of outstanding advances balances to the Senior Accountant, Expenditure by the 5<sup>th</sup> of every month.

**PETER K. BUSIENEI**  
**FINANCE OFFICER**

c.c. Vice-Chancellor  
Deputy Vice-Chancellor (A&F)  
Deputy Vice-Chancellor (AA)  
Deputy Vice-Chancellor (RPE)  
College Principals  
Director, SWA  
Chief Medical Officer  
Chief Internal Auditor – Ensure full compliance

PBK/amm