

## **FINANCE FORMS**

<b>FORM NO</b>	<b>DESCRIPTION</b>
1.	Collector's Statement
2.	Receiver's Statement
3.	Requisition for Expenditure
3A.	Approval for Project Expenditure
4.	General Expenses
4A.	Integrated Local Purchase Order and Claim Form
5.	Order to Pay Agent
5A.	Authority to Pre Commit (APC)
8.	Journal Entry
9B.	Examination of Accounts
10.	Wages Sheet
11.	Payments Schedule
12.	Receipts Schedule
13.	Statement of Receipts and Payments
14.	Advances Schedule
16.	Duty Travel Advance Acquittal Form
17.	Cash Fund Certificate
19.	Funds Distribution Control
20.	Commitment Control Ledger
21.	Summary Cash Book
22.	Outstation Reimbursement Dissection Sheet
23.	Warrant Authority
23B.	Warrant Authority (Amended)
24.	Query Sheet – Outstation Examiner
28A.	Paying Officer's Cash Book
30A.	Trust Fund – Other Authorities Ledger
31.	Cash in Transit
33.	National Moneys Trust Account – Payment only
34.	Application for Reallocation of Funds (Section 24)
34A.	Transfer of Funds (Expenditure Votes) SAT 1
34B.	Revenue Variation (Schedule Z/4)
35.	Statement Showing Reallocations Between Items (Section 24)
50.	Register of Receipt Forms
51.	Value Received Register
72.	Currency Packing Note
82J.	Permanent Variation Advice
82J1.	Employee Salary /Permanent Variation Advice (Concept) SALPVA
82M.	Special Payment Advice
82M1.	Special Offline Payment & Recovery Form (Concept) SPEC1
82N.	Salary Repayment Register
82O.	Temporary Variation Advice
83.	Overtime and Shift Allowance Statement

- 83B. Overtime and Part time Earning Record Card
- 84. Salaries and Allowance
- 87. Board of Survey Report
- 88. Stores Discrepancy Report
- 93. Voucher Registration Card (General and Personal)
- 95. Accountable Forms Register
- 96. Advances Ledger
- 98. Suspense Ledger
- 99A. Debtor's Card
- 103. Stock-Taking Sheet
- 108. Acquittal of Temporary Advance Voucher
- 111. Repaid Salaries
- 113. Advances Register
- 114. Lands and Mines Trust Account
- 120. Deposit Slip
- 131. National Moneys Trust Account
- 132. Cash / Cheque Receipt
- 133. Debit Note
- 133A. Credit Note
- 134. Inter – Departmental Charge Note (original)
- 134. Inter – Departmental Charge Note (duplicate)
- 134. Inter – Departmental Charge Note (triplicate)