



PCEA MUTEERO CHURCH KAREN WEST PARISH

P.O Box 24346-00502, Karen Nairobi

Email: pceamuteero@gmail.com

Contact: 0715 544 189

**GROUP CASH REQUISITION FORM**

Name/Group..... Date: .....

Amount in word requested .....

Amount in figures Kshs.

- NB:**
1. Requisition is to be done 2 weeks' prior the day of activity.
  2. Surrender the cash issued by coming Sunday.
  2. Kindly Attach the breakdown of the how money is to be spent, minutes from the group/committee as agreed & list of attendees.

Particulars		Details	Amount in (Kshs.)	
1	Purpose of withdrawal (As per calendar of events and Budget)			
2	Date of the activity			
3	Venue of the activity			
4	Amount Required			
	<b>TOTAL</b>			

**SIGNED BY:**

Group Chairperson: Name.....Sign.....Date.....

Group Treasurer: Name(Official).....Sign.....Date.....

Group Patron: Name: .....Sign.....Date.....

**FOR OFFICIAL USE ONLY**

Approved by CBM Treasurer .....Date: .....

Amount in Ksh: .....Account to charge .....Signature .....

**ACKNOWLEDGEMENT OF RECEIPT**

I .....certify that I have received the cash K. Shs. ....as per above requisition AND it has all the supporting documents attached.

Signature..... Date: .....