



## **REFUND FORM**

DATE: .....

Prof/Dr/Mr./Mrs./Ms.: ..... CHUNA No: .....

Payroll No: ..... Department: .....

### **RE: ERRONEOUS RECOVERY**

I wish to claim for a refund of Kshs. .... Deducted from  
my salary during the month of ..... My share contribution and my loan-deductions are  
Kshs..... per month.

I, feel that I am due for the above refund.

Alternatively, I claim for the refund for the following reasons:

.....  
.....  
.....  
.....  
.....

SIGNATURE: .....

### **FOR OFFICIAL USE ONLY**

Claim verified by: .....

Amount to be refunded Kshs. ....

Approved by: ..... P.V. No: .....

Confirmed by: .....

Authorized by:  
CHAIRMAN: .....

VICE CHAIRMAN: .....

TREASURER: .....

SECRERARY: .....

**NB: Any three of the Finance and Administration Committee members to sign before payment.**