

Revenue Services

Imprest

Request to Amend Imprest



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

Complete sections 1-3, sign the form and return it to the address at the bottom of the page.

Please use black ink and block capital letters or typescript.

1) Establishment

Establishment Name	
Imprest Holder	

2) Bank Details *(if applicable)*

Bank	Virgin Money	Branch	
Account Number		Sort Code	

3) Imprest Amount

Current Imprest Amount	Increase / Decrease Requested	New Imprest Amount

Signed _____ Date _____
(to be signed by the Imprest Holder named above)

4) Cash Delivery / Reimbursement *(delete as appropriate)*

Received / Reimbursed by: (to be completed by Establishment)

<div>Signature</div>	<div>Print Name</div>	<div>Date</div>
----------------------	-----------------------	-----------------

Paid / Received by: (to be completed by Revenues)

<div>Signature</div>	<div>Print Name</div>	<div>Date</div>
----------------------	-----------------------	-----------------

For Revenue Services use only

Increase Authorised by:		Date	
Database Updated <input type="checkbox"/>	Payment Requested <input type="checkbox"/>	Actioned by:	Date