



MASENO UNIVERSITY BOOKSHOP

CHECK-OFF CREDIT SCHEME

A. STAFF MEMBER'S PERSONAL DETAILS

Name:..... Date

Payroll No.

Department

B. REGISTRAR ADMINISTRATION

This member is on the payroll and his/her number is

His/Her employment contract expires on

Employee is permanent and pensionable terms

Signature

Official Stamp

C. FINANCE OFFICER(SALARIES SECTION)

Staff qualifies/doesnot qualify due to the 1/3 salary rule passed by University Management.

Signature..... Official Stamp..... Expected Net Salary is Kshs.....

D. BOOKSHOP ACCOUNTS OFFICE

This member of staff owes Maseno University Bookshop KShs. as at

E. MEMBER OF STAFF

I wish to take the following items on credit from Maseno University Bookshop to be recovered from my salary as indicated (F) below:

	<u>Quantity</u>	<u>Description</u>	<u>KShs.</u>
1.
2.
3.
4.
5.
6.
7.
8.

Total.....

NB: Write overleaf if the space provided is not enough

Signature of Employee..... I D Number.....

FINANCE OFFICER

The above is bonafide member of this organization and guarantee all the information given above

Name / Designation Signature/ Official Stamp

Note to Finance Officer: Before employee does his/her clearance for payment of dues while leaving employment, Bookshop clearance must be done.

F. MASENO UNIVERSITY BOOKSHOP MANAGER

To be recovered as follows:-

Month/Kshs

1.	4.
2.	5.
3.	6.

Note: Original/invoice to Salaries, Copy/invoice to Customer, Copy/invoice to Bookshop Accounts File and Copy/invoice to Staff Personal File.