

# TREASURY

## TREASURY ACCOUNTING SYSTEM

### Request Form for the Reversal of Receipt(s) in TAS

Min/Dept:.....

Tel No: .....

Email:.....

To: **Accountant-General**

Grateful, if arrangement could be made for the reversal of the following entries in TAS:

DETAILS OF RECEIPT TO BE REVERSED				DETAILS OF NEW RECEIPT		
DATE	RECEIPT NO IN TAS	AMOUNT(RS)	REASON(S) FOR REVERSAL	DATE	RECEIPT NO IN TAS	AMOUNT (RS)
TOTAL				TOTAL		

#### Confirmation & Certification by OIC Finance:

I certify that the above receipt(s) has/have been checked against all supporting documents (Combined Remittance Voucher, ABF9A, and others) and Cashbook of the revenue collector. I confirm that the above reversal(s) pertain to incorrect entries in TAS. **I have enclosed a copy of the "Combined Remittance Voucher & Receipt" with this Request Form.**

Name:.....

Tel:.....

Date:.....

Signature:.....

*(Officer-In-Charge of Finance)*

#### Recommendation by Accounting Officer:

I confirm that all the necessary verifications have been carried out. I am satisfied with the justifications/reasons provided and I am recommending the reversal of above receipt(s) in TAS.

Name:.....

Tel:.....

Date:.....

Signature:.....

*(Accounting Officer) \**

*(\*Note: The Officer signing as Accounting Officer should not be below the rank of a Deputy Permanent Secretary)*

#### **For Use at The Treasury**

##### **Verified & Found Correct**

Name:.....

Sig:.....

Date:.....

##### **Approved/Not Approved:**

Name:.....

Sig:.....

Date:.....

##### **Processed By:**

Name:.....

Sig:.....

Date:.....