

**UNIVERSITY OF MINES AND TECHNOLOGY (UMaT), TARKWA**  
**APPLICATION FOR CAR/MOTORCYCLE/BICYCLE**  
**MAINTENANCE ALLOWANCE**

**1. TO BE COMPLETED BY APPLICANT**

**a) Particulars of Applicant**

Name: .....

Post/Status: .....

Department/Unit: .....

Date of Assumption of Duty at the University: .....

**b) Particulars of Car/Motorcycle/Bicycle**

Type: .....

Make: .....

Cubic Capacity: .....

Registration Number: .....

Date on which officer started using car/motorcycle/bicycle at the University: .....

.....

**Date**

.....

**Signature of Applicant**

**2. ENDORSEMENT BY THE HEAD OF DEPARTMENT/UNIT**

I confirm that .....uses his/her car/motorcycle/bicycle in the interest of the University as indicated by him/her.

.....

**Date**

.....

**Name of Head**

.....

**Signature**

**3. ENDORSEMENT BY INTERNAL AUDITOR**

The car/motorcycle/bicycle indicated above and all relevant documents on it have been inspected and found to belong to the applicant and he/she uses it in the service of the University. Payment of maintenance allowance is recommended to take effect from .....

.....

**Date**

.....

**Name of Auditor**

.....

**Signature**

**4. APPROVAL BY REGISTRAR**

Based on 2 and 3 above, the payment of car/motorcycle/bicycle maintenance allowance to ..... is approved to take effect from .....

.....

**Date**

.....

**Signature of Registrar**