



FEDERAL MINISTRY OF FINANCE

TREASURY HOUSE

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20<sup>th</sup> May, 2016

**Federal Treasury Circular**

**To:**

The Chief of Staff to the President,  
The Deputy Chief of Staff, Office of the Vice President,  
All Honourable Ministers,  
The Secretary to the Government of the Federation,  
The Head of the Civil Service of the Federation,  
The National Security Adviser,  
All Special Advisers,  
The Chief of Defence Staff/Service Chiefs/Inspector-General of Police,  
The Governor, Central Bank of Nigeria,  
The Chairman, Federal Civil Service Commission,  
The Chairman, Police Service Commission,  
The Chairman, Code of Conduct Bureau,  
The Chairman, Code of Conduct Tribunal,  
The Chairman, Federal Character Commission,  
The Chairman, Revenue Mobilization, Allocation and Fiscal Commission,  
The Chairman, Federal Inland Revenue Service,  
The Chairman, Independent National Electoral Commission,  
The Chairman, National Population Commission,  
The Chairman, Independent Corrupt Practices and other Related  
Offences Commission,  
The Chairman, Economic and Financial Crimes Commission,  
The Chairman, National Drug Law Enforcement Agency,  
All Federal Permanent Secretaries,  
The Clerk of the National Assembly,  
The Secretary, National Judicial Council,  
The Chief Registrar, Supreme Court of Nigeria,  
The Auditor-General for the Federation,  
All Directors-General/Chief Executives of  
Extra-Ministerial Offices and Agencies,  
All Directors of Finance and Accounts,  
All Directors / Heads of Internal Audit,  
The Sub-Treasurer of the Federation,

All Zonal Coordinators, (OAGF),  
All Heads of Accounts Divisions,  
All Federal Pay Officers

### **Operation of Year 2016 Annual General Imprest Warrant**

This is to inform you that the Annual General Imprest Warrant for 2016 has been signed by the Hon. Minister of Finance in accordance with the provisions of Financial Regulations (FR. No. 1003).

2. With the authority conveyed by the Annual General Imprest Warrant, all Accounting Officers in the three arms of government, including Ministries, Extra-Ministerial Offices and Agencies are now authorized to approve funds to eligible imprest holders. However, the limit of reimbursable imprests shall be as follows:

<b><i>Designation of Imprest Holder</i></b>	<b><i>Limit of Reimbursable Imprest</i></b>
	<b><i>₦</i></b>
<b>Honourable Minister</b>	- 300,000.00
<b>Permanent Secretary and Director-General</b>	- 200,000.00
<b>Directors / Heads of Department</b>	- 100,000.00
<b>Head of Formations in each State and any Other Authorized Imprest Holder</b>	- 60,000.00

The frequency of reimbursement of any standing imprest shall normally be once in a quarter and shall not exceed twice in a quarter where the need arises.

3. All Accounting Officers and Officers controlling expenditure are to ensure that all local procurement of stores and services costing above ₦200,000.00 shall be made only through Award of Contracts, except as provided by the Public Procurement Act, 2007.

4. Moreover, all imprest holders shall adhere strictly to the provisions of the Financial Regulations Nos. 1005 to 1012 in keeping the accounts of their imprests.

