

Bursar's Office - CHSS

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Unit Head: [Richard K. Ombui](#) [8]



David K. Muchene: Assistant Accountant/College Cashier



Evanson Kiura Nguku: Accounts Assistant



Christine K. Ndambuki: Secretary



Polytus O. Odeke: Accounts Assistant

Anne Njeri Kibinda: Secretary

Services Offered

Receiving, recording and banking of revenue

Reconciliation of student fees

Preparation of budgets and controls

Cash management

Maintenance of fixed assets register

Periodic stock taking exercises

Gratuity computation

Management of college debtors

Management of College creditors

Processing of college payments

Financial and risk management

Approving of local purchase orders(LPOs)

Banking services

Management of IGU's

Physical Location

Education Building Ground Floor, **Room No.4**

Office Hours: 8AM- 5PM

Contacts

Source URL: <http://chss.uonbi.ac.ke/node/239>

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