

Process Documentation	
Service Name	HIRING OF INSTITUTE'S FACILITIES
Brief Description Document purpose/Service	The purpose of this procedure is to ensure effectiveness and accountability in hiring of facilities in the institute.
Document Control: Change Record/ Version Number	CIT/PM/FN/001 VERSION B
Process Owner: Name and Position	NASHON LUGE FINANCE OFFICER
Process Writer (s); Name and Position	1.
	2.
Process Reviewer (s) Name and Position	3.
	4.

STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	Receipt of a request from a client to hire institute's facilities	7 days to the day of the event	Principal's secretary
2.	Issuance of an invoice to a customer hiring the Institutes Facilities	7 days to the day of the event	Finance officer
3.	Receipt of payment and issuance of receipt	Immediately	Finance Officer
4.	Informing the department concerned on the booking done	Immediately	Principal's secretary
<p>1.1.1 This shall start with the Finance Officer issues an invoice to a customer hiring the Institutes Facility.</p> <p>1.2 On payment, the Cashier shall key in the details of the customer in the MIS and issue him/her with a receipt.</p> <p>1.3 At the end of each day, the cashier shall hand in the daily cash returns to the FO for confirmation.</p> <p>1.4 In confirming the FO shall check to see that the received revenue matches the records in the MIS.</p> <p>1.5 In case of disparity, the FO shall direct the cashier to rectify the records as appropriate.</p> <p>1.6 Once satisfied, the FO shall file the cash return slips and the bank slips.</p> <p>1.7 This procedure shall be deemed complete upon the FO banking all the revenue collected in the institutes account where applicable and receiving a deposit slip from the bank as evidence of depositing the revenue.</p>			