

Process Documentation				
Service Name	PAYMENT TO SUPPLIERS			
Brief Description Document purpose/Service	The purpose of this procedure is to ensure effectiveness, timeliness, transparency and accountability in making payments for goods and services.			
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 delivery note and/or an invoice and an LPO from the Purchasing Officer for goods or the supervising officer for services.	Immediately	Finance Officer	
2.	Verification of the delivery note and LPO	Immediately	Finance Officer	
3.	Confirmation on the availability of funds	Immediately	Finance Officer	
4.	Preparation of payment voucher and cheque	Within 30 days	Finance Officer	
5.	Approval of payment	Within 30 days	Principal	
6.	Signing of payment voucher	Upon receipt of payment	Supplier	
EXCEPTIONS TO THE NORMAL FLOWS				
Title	No.	Description	Time	Actor

Process Maps/Visuals

1.1 This procedure shall start with the Finance Officer receiving a delivery note and/or an invoice and an LPO from the Purchasing Officer for goods or the supervising officer for services.

1.2 On receipt of the above documents, the FO shall verify whether the delivery note and the invoice have been stamped by the PO and the amounts in the documents tally.

1.3 In the event that the documents have anomalies, the FO shall return them to the PO for correction.

1.4 The FO shall then confirm the availability of funds by checking the balance at the bank from the MIS.

1.5 In the event that there are no funds to effect the payment, the FO shall either:-

- a) Shelf the invoice and the attached documents in case the payment period has not expired.
- b) Shelf the invoice and the attached documents and as per the external communication procedure communicate to the supplier in case the payment period has expired.

1.6 In the event that the funds are available, the FO shall prepare a payment voucher and a cheque, attach the delivery note, invoice and LPO and forward them to the Principal for approval.

1.7 In approving the payment voucher and the cheque, the Principal shall ascertain that:

- a) The amount in the documents tally.
- b) The purpose for the payment is genuine.

1.8 In the event of disapproval, the Principal shall make recommendations and return them to the FO for action.

1.9 On approval, the FO shall forward all the documents mentioned in 2.1.6 above to the authorizing officer who is a member of the BOG for authorization.

1.10 In authorizing the payment, the authorizing officer shall confirm whether the Principal has approved the payment and the requirements in above have been met.

1.11 In case of any anomalies, the authorizing officer shall return the documents to the Principal for approval.

1.12 The authorizing officer shall then append a signature in the cheque and return it with the documents to the FO.

1.13 When the supplier is collecting the cheque, the FO shall ensure that the supplier fills and signs the payment voucher as evidence of collection.

1.14 This procedure shall be deemed complete upon the FO filing the payment voucher.