## Payment to suppliers and other external providers Process Documentation

REPUBLIC OF KENYA		THE WORKS			
Institution/Organization Name:		Tana Water Works Development Agency			
Affiliations; Ministry / Departm County/Parent Company:	nent/	Ministry of Water, Sanitation and Irrigation  Enabler  Enabler  Eng. Philip Gichuki			
Economic Sector Alignment:					
Big 4 Alignment:					
Accounting Officer:					
Period: FY		FY 2021-2022			
Proces	ss Documentation				
Service Name	Payment to suppl	Payment to suppliers and other external providers			
Brief Description Document Purpose/Service		To ensure all fully supported payments are paid within 30 days from receipt of payment documents			
Document Control: Change Record/ Version Number	TWWDA –FIN-S	TWWDA –FIN-SOP-O2 REVISION 02			
Process Owner: Name and Position		CPA Nicholas Kanyeke Chief Manager, Finance and Resource Mobilization			
Process Writer (s); Name Position	Senior Acco 2.Connie Ga	1.Freshiah Waceke, Senior Accountant 2.Connie Gakii Senior Accountant			
Process Reviewer (s) Name and Position		Nicholas Kariuki Manager, Finance and Accounts			



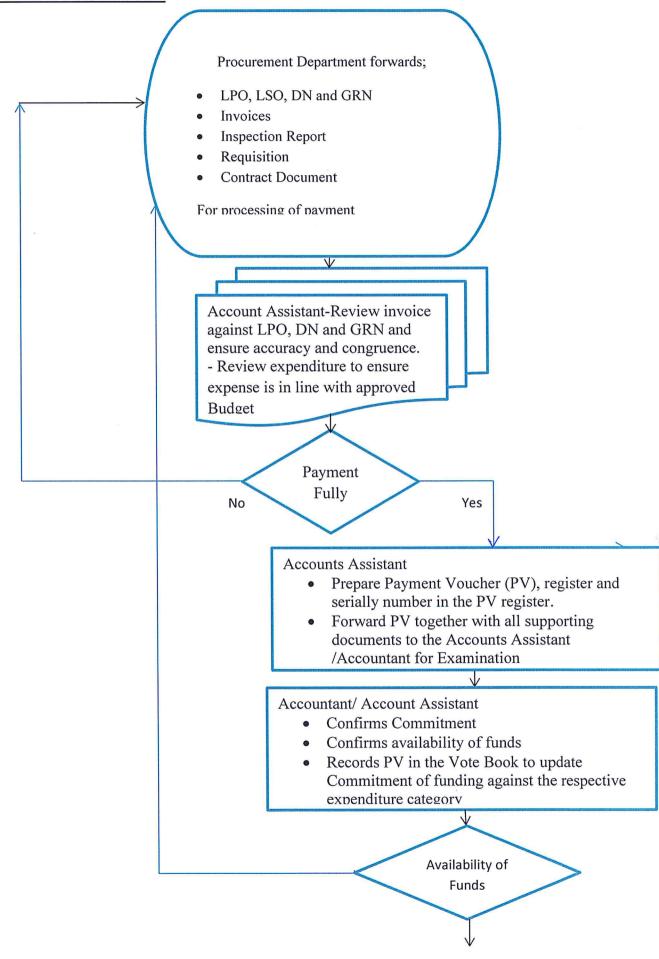
Step	Event/Activity/Action	Time/ No. Of Days	Actor	
1.	Review invoice against LPO, Delivery Note and Goods Received Note and ensure accuracy and congruence.	1 Day	Accounts Assistant	
2.	Review expenditure to ensure expense is in line with approved budget and sufficient available funds exist against the respective expenditure category.	1 Day	Accounts Assistant	
3.	If invoice agrees to the LPO, DN and GRN, and all documents have been duly authorized by the required signatories and expense is in line with budget, prepare Cheque Payment Voucher. PVs should be registered in the PV register (TWWDA-FIN-SOP02-R04) and serially numbered.	1 Day	Accounts Assistant	
4.	Records PV in vote book to update commitment of funding against the respective expenditure category and forwards the PV together with all supporting documents to the Accountant for Examination.	1 Day	Accounts Assistant	
5.	Examination of Payment Voucher	1 Day	Accountant	
6	Approval of payment Voucher by departmental heads, MF&A, CMF&RM and CEO	1 Day	HOD	
7	Checking of payment voucher	1 Day	Manager Finance and Accounts	
8	Authorization of payment Voucher	1 Day	Chief Manager Finance and Resource Mobilization	
9	Approval of Payment Voucher	1 Day	Chief Executive officer	



Cheques are collected by payee or dispatched by registered mail  1 Day  Accounts	13	SOP02-R03)  Cheques are collected.				A	Assistant	
by registered mail.  Assistant			EXCEPT)	IONS TO THE NO				
	12	Cheque Dispatch	₹.	-	1 Day		Accounts Assistant	
Cheque Dispatch Register (TWWDA-FIN-	11	Accounts Assistant	for record	ling and dispatch	1 Day	1	Accounts Assistant	
Accounts Assistant for recording and dispatch  1 Day  Accounts  Assistant  Record details of signed cheques in the Cheque Dispatch Register (TWWDA-FIN-  Accounts  Assistant	11	who prepares cheque and submits to the s	e, stamps ignatories	the PV "PAID" s for signing			Cashier)	



## PAYMENT PROCEDURE





Accountant -Examine and forward PV together with all supporting documents to the respective department heads, MFA and CFM&RM for Approval. No HOD Authorize Payment? **Not Satisfied** Yes MFA Satisfied? No CFM & RM **Approves** Yes HOD/MFA-Signed PV authorized for payment is received by the cashier who prepares cheque, stamps the PV, invoices and all supporting documents 'PAID' and submits to the signatories for signing. CFM&RM/CEO or MFA or CFM&RM/CTM-Sign cheques and forward for recording and dispatch. Accounts Assistant (Cashier) Record details of signed cheques in the Cheque Dispatch Register. Cheques collected by payee or dispatched by

registered mail.

Collector of cheaue signs Cheaue Dispatch

End

