

## UW-Kenya procurement work flow

### UW-Kenya Project Offices

- Procure goods and services through their own vendors
- Project offices prepare purchase requisitions and arrange for approval signatures by the Kenyan PIs. PFAs also prepare Local Purchase Orders (LPO) for purchases above Kes 10,000, which are forwarded to the vendors. PFAs are advised to prepare weekly purchase requisitions for better planning.
- If the value of the goods and services is below Kes 10,000, the project offices may pay for them using the work advance funds
- If the value of the goods and services surpasses Kes 10,000, the project offices should forward these invoices to the UW-K Country Office for payment processing

### UW-Kenya Country Office

- Receipt of Invoices above Kes 10,000 from the project office
- UW-K CO expects the following documents from the project office: LPO, signed invoice, signed delivery note, lease agreement, service level agreements, service logs & wire transfer forms
- These invoices should be accompanied by the summary of invoices form
- Invoice processing will only be done twice per month; Tuesdays of the second and fourth week of every month. Invoices submitted on the fourth and first week will be processed on the second week whereas invoices submitted on the second and third week will be processed on the fourth week.
- Payment voucher is prepared by the UW-K CO Finance team and signed as prepared, checked (twice) and approved
- Transactions are captured on S2B and authorized by the UW-Kenya bank signatories

### UW-Kenya Project Offices

- PFAs email addresses will be captured on the online payment instruction to the vendors so as to receive alerts once the payment is made
- UW-Kenya CO may send payment confirmation to the project administrator upon request

### UW-Kenya Country Office

- Payment receipts from the vendors channeled through the project offices if applicable