Rotary District 9216

D9216 Global Grants Vendor Payment / Reimbursement Procedure

NOTE: No advance payments. *Reference:* ADDENDUM TO D9212 STANDARD OPERATION PROCEDURE *(dated 12/9/2023); Adopted into D9216 with effect from July 01, 2026.*

Required Before Any Payments Commence:

(i) **Supplier KYC:** Certificate of Incorporation or other legal entity identification document.

(ii) **Signed Contract**: Provide for a **10% retainer** (for civil works)

(iii) **Approved Grant Budget:** Copy of budget from the grant application.

To Process Payments:

Submit the following with each payment request:

1. **Vendor Invoice:** Copy of original Invoice from the vendor, for the portion/ milestone of the work that has been completed. (Provide for 10% retainer deduction with each milestone payment).
2. **Supporting Documents:** e.g. certificate for all civil works (confirming (a) value of work done in KES and % of completion (b) acceptable quality of work), delivery notes, photographs etc.
3. **Budget Reference:** Reference budget line under which payment is required.
4. **Payment Voucher:** The Payment Voucher (Draft provided by District), signed by the Primary Contact and Club President.

Grant Sponsors should ensure contracts with vendors / suppliers comply with D9216 SOPs.

The above to be submitted to DS Grace Irungu on dfoundation@rotary9216.org and copied to Stewardship Chair Wangu Mutua on stewardship@rotary9216.org

Signed:

Local Host Primary Contact: .....

International Primary Contact: .....

Host Sponsor Club President: .....