

APPENDIX 3: INVOICE AND REPORTING TEMPLATE**INVOICE**

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|--------------------|------------------------------|----------------------------|
| Full Name: | Start Date: | Cheques Payable to: |
| Department: | End Date: | Account Name: |
| KRA Pin No: | Submitted Invoice On: | Bank Name: |
| Mobile No: | Email: | Account No: |
| Service: | | Branch Name: |

| Deliverable <i>(attach links as applicable)</i> | Timeline | Rate <i>(as applicable)</i> | Total (Kshs) |
|---|----------|-----------------------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL | | | |

| | |
|--|--------------------|
| Consultant Name: | Signature: |
| Verification: I verify that the content above is accurate. | Supervisor: |
| Approval: Approved for Payment. | HR Manager: |