

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

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: