

To: Registrar/Chief Executive Officer

No: MEMO-00022

From: Victor Kiplagat Rutto

Date: Friday, October 4, 2024

Through: Principal Supply Chain Officer

Ref No:

Title:

Provision of conference facility

Description:

Full day conference facility for 20 pax for 4 days from 10th oct to 14th Oct 2024.

DSA									
Officer No.	Officer's Name	Description	Department Code	Units Code	Gl Account	Region	Rate	Days	Amount
NCIA00009	Anne Njeri Kago	DSA	CSS	SCMU	4-112100	NAIVASHA	14,000.00	5.0	70,000.00
NCIA00019	Victor Kiplagat Rutto	DSA	CSS	SCMU	4-112100	NAIVASHA	14,000.00	7.0	98,000.00
OTHER COST									
Officer No.	Officer's Name	Description	Department Code	Units Code	Gl Account	Region	Rate	Days	Amount
NCIA00009	Anne Njeri Kago	OTHER COST Kism consultants	CSS	SCMU			0.00	0.0	11,200.00
TOTAL									179,200.00
PRN DETAILS PRN-00010									
No.	Description	Department Code	Units Code	UoM	Quantity	Unit Cost	Line Amount		
3-600300	Public Relations Services	CS	CAU		20	4,000.00	320,000.00		
TOTAL:						4,000.00	320,000.00		
APPROVALS									
Approver		Date & Time				Signature			
GRACE		10/4/2024 10:13:09 AM							