

ANNEX I

Sample document listing with categorisation

The following list is a sampling of documents aimed at providing clarity on the categorisation of documents as 'Internal' and 'External' for the purposes of this guidance.

Examples of Internal Documents

Travel Authorisation and Travel expenditure Claim (TA and TEC)

Interview minutes

Operational advances/Petty Cash

Advance financing requests

GLJE

Write-off (below \$2,500)

Pre-clearance of RFA (Offline)

Requests for Award

ASB/ASP Minutes

BER (when not using e-sourcing)

CPC minutes if needed internally (HQ and local)

Examples of External Documents

Grant Support Agreement

All contracts/Agreement with donors and partners

Contracts/LTAs with suppliers/Call of Orders (and amendments/extensions thereof)

Solicitation documents for solicitations done outside of eSourcing (incl. all EPP solicitations)

Cheques

Bank signatories

Certified financial statements

Inter-agency agreements concerning staff movements

Formal staff letters

CPC minutes if needed externally (HQ and local)