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	Examples of External Documents
Travel Authorisation and Travel expenditure Claim (TA and TEC)	Grant Support Agreement
Interview minutes	All contracts/Agreement with donors and partners
Operational advances/Petty Cash	Contracts/LTAs with suppliers/Call of Orders (and amendments/extensions thereof)
Advance financing requests	Solicitation documents for solicitations done outside of eSourcing (incl. all EPP solicitations)
GLJE	Cheques
Write-off (below $2,500)	Bank signatories
Pre-clearance of RFA (Offline)	Certified financial statements
Requests for Award	Inter-agency agreements concerning staff movements
ASB/ASP Minutes	Formal staff letters
BER (when not using e-sourcing)	CPC minutes if needed externally (HQ and local)
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