

USAID/ Lebanon

MISSION NOTICE

Subject: Approval of Activity Expenditures

Mission Notice Number: 003-2010

Effective Date: August 17, 2010

I. PURPOSE

The purpose of this Mission Notice is to establish guidelines regarding COTR/AOTR approval of activity expenditures.

II. PROCEDURE

Before administratively approving any activity expenditure requested by the implementing partner on acquisition instruments, COTRs/AOTRs need to ensure that the following applies:

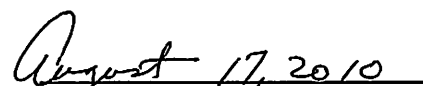
- The requested expenditure should be directly related to an activity in the implementing partner's approved work plan.
- The COTR/AOTR should have duly conducted site visits and progress meetings, to verify that the activity is progressing as per work plan.
- The COTR/AOTR should duly verify that the amount requested is in line with the approved budget.
- Administrative Approval provides written evidence that work is proceeding satisfactorily under an assistance agreement or that, for a contract, USAID received the goods and/or services specified on the invoice and they conform to the requirements of the agreement between the vendor and USAID. The approving officer must also complete the checklist included on the approval form, showing the basis of his/her approval. For further guidance on administrative approval, please refer to ADS 630.3.2.1 Administrative Approval by a CTO or Other Approving Official.

III. APPROVAL

This Mission Notice will go into effect on the date signed by the Mission Director below.



Denise A. Herbol
Mission Director



Date