



Instructions on Submission of Documents for the Special Audit on Pending Bills

1. Please complete **Form A** and attach the following documents:
 - i) Suppliers Registration Documents/Certificates
 - ii) KRA PIN Certificate
 - iii) Latest CR 12 Certificate (where applicable)
 - iv) Contract Agreements
 - v) Local Purchase Orders/ Local Service Order
 - vi) Delivery Notes
 - vii) Invoices
 - viii) Work Interim/Completion Certificates
 - ix) Demand Note, if any
2. Each page of **Form A** must be duly signed and stamped by the person submitting.
3. Submit the duly completed and signed **Form A** and the required documents to the Regional Offices/ Headquarters or through the e-mail provided as detailed below:

S/No.	Supplied County	Where to Submit the Documents
1.	Mombasa, Kwale, Kilifi and Taita Taveta	Coast Regional Office, Bima House, 11 th floor, Mombasa
2.	Lamu, Tana River, Garissa, Wajir and Mandera	North Eastern Regional Office, OAG Garissa Office, Regional Commissioner's compound, Garissa
3.	Marsabit, Isiolo, Meru, Tharaka-Nithi and Embu	Upper Eastern Regional Office, Regional Commissioner's premises, Embu
4.	Machakos, Makueni and Kitui	Lower Eastern Regional Office, Sartaj Building, Machakos
5.	Kirinyaga, Nyeri, Muranga, Laikipia and Samburu	Central Regional Office, Regional Commissioner's Building, Nyeri
6.	Nyandarua, Nakuru, Baringo and Narok	South Rift Regional Office, Kenya National Library Service, Nakuru
7.	Turkana, West Pokot, Elgeyo-Marakwet, Uasin Gishu and Nandi	North Rift Regional Office, OAG Regional Office, next Coca-Cola Depot, Eldoret
8.	Kakamega, Trans-Nzoia, Bungoma and Busia	Western Regional Office, OAG Regional Office, next to Kenya Prisons, Kakamega
9.	Kisumu, Siaya, Vihiga and Kericho	Central Nyanza Regional Office, Prosperity House, 4 th Floor, Kisumu
10.	Homa Bay, Kisii, Nyamira, Migori and Bomet	South Nyanza Regional Office, Key Place Services Building, Homabay
11.	Nairobi, Kiambu and Kajado	Nairobi Regional Office, Anniversary Towers, 3rd Floor, Nairobi

FORM A: SUPPLIER INFORMATION ON PENDING BILLS

Part I: Firm Details

	Firm Name..... Address Physical Address..... Telephone Number..... E-mail.....		
	Document Name	Serial Number	Document Date
1	Supplier Registration (business registration certificate/certificate of incorporation)		
2	KRA PIN Certificate		
3	CR 12		
4	Other Relevant Certificates (AGPO, certificates/licenses, requisite authorizations)/registrations for goods, services or works)		



PART II: PENDING BILLS DETAILS

Please Complete for Each Contract/Works

	Tender No.	Contract Agreement		Amount Kshs.	LPO/ LSO		Delivery Note/ Work Interim/ Completion Certificate		Invoice Raised		Balance (Amount Owed by the County) Kshs.
		Serial Number	Date		Serial Number	Date	Serial Number	Date	Serial Number	Date	
1.											
2.											
3.											
4.											
5.											
6.											

Details of the Director/Owner Submitting Documents

Name.....

ID. Number.....

Telephone Contact.....

Date.....

Signature.....

Official Stamp