



## Your Reference

\* Important Information displayed on ANZ Internet Banking screen is not shown on this printout

**Held for Authorisation**  
**Transaction Number AHN20980**

### Transaction Details

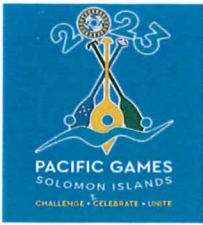
ANZ to Other Bank Transfer
From Account: 5691140
Transfer Amount in Local Currency: SBD 8,400.00
Transfer From Amount: SBD 8,400.00
Indicative :
My Reference: Truck hire-GOC
Payment Details

You can view the status and details of your transactions and requests for the last 12 months via ANZ Internet Banking.

*Mey*

*27/12/23*

**PAID**  
*27/12/23*



# PAYMENT VOUCHER

Payment: Voucher No:	
NAME: Mustard Seed Endeavours <u>Endeavours</u>	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed <u>[Signature]</u> Date <u>21/12/23</u>
IF DIRECT CREDITS ISSUED: BANK REF #: _____ Signed _____	APPROVED BY FINANCIAL CONTROLLER Signed <u>[Signature]</u> Date <u>22/12/23</u>

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2402	Hire Plant & Vehicles	Invoice# <sup>003</sup> <del>149107</del> from 26/11/23 to 2/12/23 Reg No:MC3120	\$8,400.00

Cheque No: IB \_\_\_\_\_ for \$8,400.00 ✓ Date 21/12/2023

Signature of claimant \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Payment Voucher Prepared by [Signature] Date 21/12/23



# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: GOC-2584/23

DEPARTMENT: \_\_\_\_\_

## PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
1		Raise payment to MUSTARD SEED ENDEAVOUR for Vehicle (RAV4) hiring from 27/11/23-02/12/23 for GOC transport team	MUSTARD SEED ENDEAVOUR		\$8,400-00 2 \$8,400-00
			TOTALS		

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): \$8,400-00 Date: 12/12/23

Requisition Officer (Name): Imogen Vida Sign: [Signature]

Account Code: 6-2402

Account Name: Hire plant & Vehicle

Funds available on this account: \_\_\_\_\_

**Supervisors Certification (Accountable Officers):**

Certifying Officer (Name): Jimmy Hainui Sign: [Signature]

Post: Secretary (SR)

Department: GOC Accts

**Authority is granted for expenditure not exceeding:**

SBD\$ 8,400-00

Signed: [Signature]

Name: [Signature]

Note: Authority for expenditure must be given by accounting officer or his/her delegated

Compliance Check by: [Signature] Signature

Name: Tumau B Date: 12/12/23

Position: C-P-O

**Threshold Checklist**

Payment requires one quote (10,000 below)	<input type="checkbox"/>
Payment requires three quotes (\$10,000.00 above)	<input type="checkbox"/>
Is it a ITB Contract Payment	<input type="checkbox"/>
Is it a GTB Contract Payment	<input type="checkbox"/>
Payment is a Bid Waiver	<input type="checkbox"/>



NATIONAL HOSTING AUTHORITY  
SOLOMON ISLANDS GOVERNMENT

C5

CONTRACT PAYMENT AND COMPLIANCE CHECKLIST  
(For payment of contracts over \$100,000)

This checklist is to be submitted along with contracts payments for works, goods and services

Purchase Requisition (PR) for the entire value of the contract	P7 35			
Draft Contract (not yet signed by Supplier)	P7 10.1			
Tender Award by ITB/GTB	P7 10.1			
PR signed by requisition officer		✓		
Vendor Information Form (for new vendor)				
ICT Checklist attached (if for ICT equipment)				
Progress Report of works/Photos etc				
Completion report if goods/services and works have been completed		✓		
Other reports if any ( goods and services)				
Payment certificate from Engineer matching amount in Requisition				
Invoice from Contractor matching amount in requisition		✓		
Contract form approved and Signed by Chairman/EDs	P7 27.2	✓	✓	
PR has been signed by authorized person (and not approving payment to themselves)	P7 44	✓	✓	
Check amount on PR matches the signed contract			✓	
Account code used is correct	P7 38.5(e)	✓	✓	
Name on PR matches signed contract	P7 38.5(e)	✓	✓	
Check price and rates are reasonable	P7 43.2(b)	✓	✓	
Amount entered in AX matches Requisition				
Account code in AX matches Requisition				
Vendor name in AX matches Requisition				
Item code and Units entered (e.g. box, each) correctly				
Description has enough detail				
Check dates on future instalments entered correctly				
Budget OK				

2: If any of the above is not able to be certified please include an explanation of why. This will speed up the compliance process.

Department Compliance performed by:

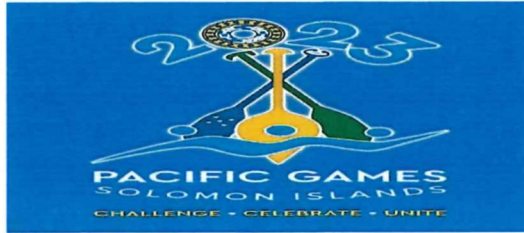
Signed: [Signature]  
Name and Position: Amel Adams  
Date: 12/12/2023

Procurement section Compliance performed by:

Signed: [Signature]  
Name and Position: Tumani Bird C.P.O  
Date: 12/12/23

Finance Department Compliance performed by:

Signed: [Signature]  
Name and Position: Zuley. Hattiah  
Date: 17/12/2023



MINUTE

Ref: GOC – /23

To: EXECUTIVE DIRECTOR, NHA \_\_\_\_\_

From: PROCUREMENT COODINATOR, GOC AS \_\_\_\_\_ Date: 07/12/23

**RE: PAYMENT FOR HIRED VEHICLE FOR RAV4, REGISTRATION # MC-3120– MUSTARD SEED ENDEAVOUR**

Approval is sought to raise payment as referred above.

The GOC transport team has requested for a vehicle hiring for the fleet. This hiring has been requested by the transport department to the transport supervisor to allocate a vehicle for the fleet during the games. All fleet vehicle has been engaged from the bump in and will continue to the end of Games. The transport team hire the vehicle, Registration# RAV4- MC-3120- to use during games from the fleet, Malachi Hoteiasi's vehicle has been allocated in the fleet and was used by the transport team dated 27/11/23 – 02/12/23, for 7 days . Thus Payment is urgently needed to be raised to, the amount of **\$8,400.00**

See attached is the invoice for your perusal.

Therefore, kindly request for approval of budget and endorsement to make the payment soon as possible.

Lisiane Simata

Procurement Officer (GOC)

**Endorsed by:**

Imogen Vida Finance team Games Organizing Committee		
Signature:	Date: 12/12/23	

**Approval:**

Mr Peter Stewart Chief Executive Officer Games Organising Committee		
Signature:	Date: 12/12/23	





**INVOICE**

**INVOICED FROM**

Name: Malachi Hoteyasi  
 Address: MBokawa  
 Phone: 7221266

Invoice # 003  
 Date: 02/12/2023  
 Registration # MC3120

**BILL TO:**

Games Organizing Committee (GOC)  
 Old Sea King Building  
 P.O Box 2443  
 Honiara

DESCRIPTIONS OF SERVICES	Qty (Hours)	Amount (SBD)
seven (7) days (26/11 - 02/12) standby station at Maranatha for pickup & drop off from to: DC Park, Dinning, sinis, <del>BIFF</del> King Solomon Hotel, Mendana Hotel, Lendra, Kukumsing, Friendship Hall	7 days	\$1200
Thank you for your business!	<b>Total</b>	\$ 8,400

Terms of payment: 5 Working days from date of invoice

Make cheque payable to:

Bank: BSP BANK  
 Account Name: MUSTARD SEED ENDEAVOURS  
 Account Number: 2000921821 ✓



Signature of: [Signature]  
 Recipient