PURCHASES:
- Items must be **project related**
- Any items purchased over $2,500 - $14,999 must have 3 **verbal quotes** from 3 different vendors
- Any items purchased over $15,000 and above, must provide 3 **written quotes** from 3 different vendors
- If unable to obtain 3 verbal or written quotes, a Sole Source Justification Form and Determination of Cost or Price Reasonableness Form is required
- Receipts are required for every purchase
- Any items purchased for personal use with project funds are **not allowed and will not be reimbursed**
- Any project related purchases with no receipts are **unacceptable**. We will not be reimbursed for it by USAID and hence, would not be accounted for in your cash flow (you will have to cover it out-of-pocket).
- See attached A8.200 Procurement for un-allowed purchases

REIMBURSEMENTS TO EMPLOYEE (Employee purchasing goods with personal funds):
- Items purchased with personal funds must be project related
- Receipts are required for reimbursements
- Reimbursing from project bank account funds to self is unacceptable. Must be reimbursed by other individual and recorded on their cash flow.

RECEIPTS:
- Number each receipt in ascending order with the cash flows (for easy reference when questions or comments arise)
- Must have **vendor name, date, detailed description or explanation of purchase in English, and amount** for all receipts
- All receipts should be glued or taped to a sheet of paper. On the side of each receipt, indicate the detailed description or explanation of purchase in English. We’re requesting this in order to respond to any queries from the UH or RCUH fiscal offices.
- Receipts made to self is unacceptable

SALARIES & WAGES TO LABOR/LOCAL HIRES:
- Receipts are always generated by Country Coordinator
- “From” should always state the Country Coordinator’s name
- “For” should always state the description of the labor work or service
  - i.e: Fernando Sousa have received payment in the amount of $xxx from Nina Amaral for agronomic research support services and management services to coordinate in-country activities in Dili and in the watershed for May 1-15, 2005
The person who received the monies signs on the signature line. The signature indicates and guarantees that the person signing did receive funds from the Country Coordinator or an individual.

**Advance of salaries are unacceptable**

**TRAVEL EXPENSES TO INDIVIDUALS:**

- **Any direct payments to individuals (laborers/local hires or non-employees such as workshop participants) for per diem for lodging, taxi fares and other travel costs are not recommended** because of the required forms to be filled out.

- **It is recommended to pay travel expenses directly to the vendor (hotel, fuel company and etc.).** Hence, you must have a receipt from the hotel or restaurant to account the expense.

  **If paying travel per diem and travel costs to individuals (laborers/local hires or non-employees – workshop participants)**

  - Each individual signs and fills out:
    - WH-1 form – general information and section E
    - Non-Employee Reimbursement Form
    - Waiver of Allowable Federal Per Diem Rate Form

  - No Social Security Numbers (SSN) or ITIN numbers are required since traveling within a foreign country