

PLANNING CHECKLIST

WHAT	DAY 1	DAY 2	DAY 3	DAY 4
Review Location Activity Plan	<ol style="list-style-type: none"> 1. All the needed information is on the LAP. 2. Each activity budget is correct and relevant to the activity. 3. Separate the activities to be conducted in the field from Office. 4. The refreshments and flex cards for all the activities were included in the bulk purchases. 5. If not, highlight or separate the ones not included in the bulk purchase. 	<ol style="list-style-type: none"> 1. Do a list of items to be purchased in bulk. 2. Fill in weekly fund request. 3. Get quotations from supplies according to our operations manual. 4. Prepare Goods & Services request. 	<ol style="list-style-type: none"> 1. RC/NO to view and approve all Goods & Services request. 2. Prepare payment requisition 3. RC/NO to approve payment requisition. 4. Raise cheques or initiate payment through BSP Internet Banking. 	<ol style="list-style-type: none"> 1. Purchases or collect item from the store 2. Cash cheque for bus fare & other items needed for the first week as per the first weekly fund request. 3. Record bulk purchases items into the stock control register.
Weekly Grants Request		<ol style="list-style-type: none"> 1. Print each week one LAP. 2. Highlight the budget for bus fare, local venue hire and any other items need to be purchases in cash. 3. Fill the weekly fund request form. 4. Make sure all the information such as activity number, activity description and amount is included. 		
Monthly Bulk Purchases		<ol style="list-style-type: none"> 5. Identify the refreshments needed for different target group depending on the nature of their activities. 6. Do a list of all the selected items. 7. Make sure the items for each participant is equal to K5.00. 8. Make sure the total cost is equal or below the monthly summary budget. 9. Combine the different items into a pack that is equal to K5.00 as per our refreshment budget. 		

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Training/Workshop Requests	<p>1. Check the LAP to see if the Training is already included.</p> <p>-A) If not, get the tentative participants list.</p> <p>-Get quotations for refreshments, lunch and venue hire (if any).</p> <p>-Calculate bus fare for both ways.</p> <p>-Fill in all required Workshop request forms.</p> <p>-Attached the quotations and participants list.</p> <p>B) If Yes, Do the procurement for Lunch & refreshments.</p> <p>-Bus fare if any, raise a separate cash cheque.</p>			
Travel Requests	<p>1. Filling the Travel request and Travel activity plan.</p> <p>2. Put in the details of your flight and accommodation.</p> <p>3. State your activity plan clearly.</p>			