

**MONTHLY PROCUREMENT REPORT**

Report for Month of:	
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*To be submitted by each Procurement Entity to the Public Procurement Board by the 15<sup>th</sup> of each month for the preceding month.*

**SECTION A: PROCUREMENTS IN PROGRESS**

<b>Procurement Number</b>	<b>Subject of Procurement</b>	<b>Procurement Method</b>	<b>Source of Funds</b>	<b>Approval Given For:</b>	<b>Date of Approval</b>	<b>Estimated Contract Value</b>

*Continue on additional pages if necessary*

Name of Procurement Entity

Form SPF 5(B)

**MONTHLY PROCUREMENT REPORT**

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**SECTION B: CONTRACTS SIGNED**

Procurement Number	Subject of Procurement	Successful Supplier or Contractor	Source of Funds	Date of Award	Date Contract Signed	Contract Value

*Also include any Contract Amendments signed during the month, and any procurement process cancelled before reaching signature of a contract*

Name of Procurement Entity

Form SPF 5(C)

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**SECTION C: PROCUREMENTS COMPLETED**

Procurement Number	Subject of Procurement	Supplier of contractor	Source of Funds	Date of Completion	Date of Final Payment	Total Amount Paid

*Also include details of any Contracts which are completed through formal termination or agreed cancellation*

Name of Procurement Entity

Form SPF 5(D)

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**SECTION D: MINOR PROCUREMENTS**

Procurement Number	Subject of Procurement	Supplier or Contractor	Procurement Method	Date of Approval	Contract Value

I hereby certify that the above is a true and accurate record of procurement transactions under the authority of the Head of Procurement Entity.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

*Head of Procurement Entity*

*Name of Procurement Entity*

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**SECTION E: PAYMENTS**

Procurement Number	Subject of Procurement	Name of Supplier/Contractor	Date of Contract Signature	Contract Value	Status of Payment	Date of Final Payment

I hereby certify that the above is a true and accurate record of procurement transactions under the authority of the Head of Procurement Entity.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_  
*Head of Procurement Entity*

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