

Payment Request

PR01

Date: 29 May 2020



Empowered lives.
Resilient nations.

Voucher # 37373

In accordance with the activities as defined in the Annual Work Plan (AWP), we hereby request UNDP to make the following direct payment to the payee below	
Project ID and Title	00091623 - Low Carbon Development Path
Total Amount	XCD 1,495.00
Purpose of Payment	Posting of Low Carbon Officer vacancy notice in November & December 2019
Payee:	Name: The Chronicle Due date: May 29, 2020 Invoice No.: 011018, 011035, 011120, 011178 Payment mode requested: EFT <u>For EFT:</u> Bank Name: CIBC FIRSTCARIBBEAN Account number: 106990408

Chart of Accounts					
Project ID	Activity	Donor	Fund	Budget Account	Currency & Amount
00091623	OUTCOME 1	10003	62000	72515	XCD 1,495.00

Certification: The authorized official hereby certifies:

- that this payment has not previously been made;
- that this payment is in accordance with the Annual Work Plan (AWP);
- that this payment is covered by funds available in the project budget;
- that this payment is for goods and services that have been delivered to the satisfaction of the requesting agency;
- that copies of invoices and other supporting documentation will be available for audit verification.

Verified By:
Programme Associate:

Name: Melissa Bohne
Date: May 29, 2020

Approved By:
Project Manager/Coordinator

Name: Danielle Evanson
Date: May 29, 2020

Approved By:
Programme/Senior Manager

Name: Selena Gooding
Date: May 29, 2020

For UNDP Finance Use Only		
Receiving Date	Returning Date	Remarks

The Chronicle

A DOMINICAN TRADITION SINCE 1909

OLD STREET • PO BOX 1724, ROSEAU

COMMONWEALTH OF DOMINICA

PHONE: (767) 448-7887

EMAIL: chronicleeditor@cwdom.dm

INVOICE

VAT REG # 0984125

INVOICE NO#: 011018

DATE: November 11, 2019

Attn: Joy-Ann Wood
Human Resource Department
United Nations Development Programme
UN House
Marine Gardens
Hastings, Christ Church
Barbados

DATE	DESCRIPTION	SIZE	INSERTS	RATE	OTHER	AMOUNT	
Nov 8	Low Carbon Officer Vacancy	8x3	1	\$325.00	15%vat	325 48 373	00 75 75

We would appreciate your early attention.
2.5% interest will be added monthly on all overdue accounts.
Kindly present this invoice when making payment.

LESS COMMISSION:

LESS DISCOUNT:

LESS CREDIT:

TOTAL:

EC \$373.75

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EMAIL: chronicleeditor@cwdom.dm

INVOICE

VAT REG # 0984125

INVOICE NO#: 011035

DATE: November 18, 2019

Attn: Joy-Ann Wood
Human Resource Department
United Nations Development Programme
UN House
Marine Gardens
Hastings, Christ Church
Barbados

DATE	DESCRIPTION	SIZE	INSERTS	RATE	OTHER	AMOUNT	
Nov 15	Low Carbon Officer Vacancy	8x3	1	\$325.00	15%vat	325 48 373	00 75 75

We would appreciate your early attention.
2.5% interest will be added monthly on all overdue accounts.
Kindly present this invoice when making payment.

LESS COMMISSION:
LESS DISCOUNT:
LESS CREDIT:

TOTAL:

EC \$373.75

The Chronicle

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COMMONWEALTH OF DOMINICA

PHONE: (767) 448-7887

EMAIL: chronicleeditor@cwdom.dm

INVOICE

VAT REG # 0984125

INVOICE NO#: 011120

DATE: December 2, 2019

Attn: Joy-Ann Wood
Human Resource Department
United Nations Development Programme
UN House
Marine Gardens
Hastings, Christ Church
Barbados

DATE	DESCRIPTION	SIZE	INSERTS	RATE	OTHER	AMOUNT	
Nov 29	Low Carbon Officer	8x3	1	\$325.00	15%vat	325 48 373	00 75 75

We would appreciate your early attention.
2.5% interest will be added monthly on all overdue accounts.
Kindly present this invoice when making payment.

LESS COMMISSION:
LESS DISCOUNT:
LESS CREDIT:

TOTAL:

EC \$373.75

The Chronicle

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OLD STREET • PO BOX 1724, ROSEAU

COMMONWEALTH OF DOMINICA

PHONE: (767) 448-7887

EMAIL: chronicleeditor@cwdom.dm

INVOICE

VAT REG # 0984125

INVOICE NO#: 011178

DATE: December 9, 2019

Attn: Joy-Ann Wood
Human Resource Department
United Nations Development Programme
UN House
Marine Gardens
Hastings, Christ Church
Barbados

DATE	DESCRIPTION	SIZE	INSERTS	RATE	OTHER	AMOUNT	
Dec 6	Low Carbon Officer	8x3	1	\$325.00	15%vat	325 48 373	00 75 75

We would appreciate your early attention.
2.5% interest will be added monthly on all overdue accounts.
Kindly present this invoice when making payment.

LESS COMMISSION:
LESS DISCOUNT:
LESS CREDIT:

TOTAL:

EC \$373.75

Melissa Bohne

From: Kimisha Thomas
Sent: Thursday, 28 May 2020 10:50 AM
To: Melissa Bohne
Subject: Re: Reply: re: Payment due to The Chronicle

Dear Melissa,

It seems that these invoices were send directly to HR for advertising the LCO position. The COAs were sent to HR last year in order to advertise the position. Activity 1.2 is to be charged.

GL Unit- UNDP1
Fund- 62000
Op Unit- BRB
IA- 001981
Donor- 10003
Dept- 49701
BU- BRB10
Project- 00091263
Activity- Outcome 1.2

Regards,
Kimisha Thomas

From: Melissa Bohne <melissa.bohne@undp.org>
Sent: 28 May 2020 10:14
To: Kimisha Thomas <kimisha.thomas@undp.org>
Subject: RE: Reply: re: Payment due to The Chronicle

Dear Kimisha,

Is there any update on this? It appears the ad for the Low Carbon Officer was run in November and December 2019. Please advise which Activity should be charged. Thank you.

Best Regards,