

REPUBLIC OF KENYA
COUNTY GOVERNMENT OF LAIKIPIA



THE COUNTY TREASURY
P.O.BOX 1271-10400, NANYUKI
info@laikipia.go.ke

EXTERNAL MEMO

REF: CGL/C.OF&EP/VOL.1/114

10th May 2018

To: **All OUR ESTEEMED SUPPLIERS/CONTRACTORS**

RE: DELIVERY OF INVOICES

The County Government of Laikipia would like to notify you that we are streamlining our payment system. In this regard, always ensure that you deliver your invoices to our Finance Department (**invoice section- County Headquarters, Container upstairs**) accompanied with the following documents:

- i. Certificate of completion
- ii. A copy of delivery note
- iii. A duly filled and dated invoice
- iv. A copy of Local Purchase Order(LPO)/Local Service Order(LSO)

Kindly ensure that once you have delivered the invoices with the above attachments, you sign out with the officer and that they are duly received, signed and stamped.

We thank you for doing business with us.

Regards,

A handwritten signature in black ink, appearing to be 'Paul Njenga'.

Paul Njenga
Ag. Chief Officer Finance
FINANCE AND ECONOMIC PLANNING



CC
All Notice Boards