

**FINCA UGANDA LIMITED MDI**

**INTERNAL- CONTRACTING CHECKLIST**

Vendor Name: [\_\_\_\_\_\_\_\_\_\_\_\_]

Type of Product/Services: [\_\_\_\_\_\_\_\_\_\_\_\_]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TASK** | **RESPONSIBLE PARTY** | **DATE STARTED** | **DATE COMPLETED** | **APPROVED (Y/N)** | **NOTES** |
| Budget Allocation Confirmed | CFO/MB |  |  |  |  |
| Open Bidding Process | MB |  |  |  |  |
| Due Diligence Questionnaire  | GC |  |  |  |  |
| OFAC Screen/or Equivalent | CFO/MB |  |  |  |  |
| Confidentiality Agreement | GC/CEO |  |  |  |  |
| Anti-Corruption Certification | GC |  |  |  |  |
| Contract Signed | GC/CEO |  |  |  |  |

Contracting Checklist Completed By: [\_\_\_\_\_\_\_\_\_\_\_]

Date: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]