

## MODULE 4. SET UP AND IMPLEMENTATION



- In this module:
  - SOPs
  - Procurement
  - Contracting FSPs and vendors
  - Encashment planning
  - Reconciliation and controls
  - **Filing & Distribution Tracking**

Examples (scenario based) and F.A.Q for distribution tracking and filing

## PO FILES ICRC

- PO filing is done in accordance with the filing principles from the Procurement manual, chapter 4.6.1.
- The copies of closed PO files sorted by PO number and amounts have to be sent to Manila for revision, control and archiving in Logistics Compliance unit, ideally not later than 6 months after the completion of the purchase (not the same as DTP requirements).
- Do not file POs (physically) at two different places.

## PO FILES IFRC

- PO filing is done in accordance with the filing principles from the Procurement manual, chapter 2.16.1 and Doc 30. Standardized Filing System for Offices in The Field
- Procurement for Operations retain files until procurement activity is complete + 8 years. RLU retains copy of file for values CHF50-200k. HQ retains copy of files > CHF200k
- Logistics for Operations - Files to be kept for 8 years then Reports and MoUs sent to Archive Unit at HQ

No cash specific filing stated but it should follow the general filing approach. There is a specific Logistics ERU filing document on logistics standard, again it doesn't refer to cash but see 11-010-001: Logistics operation coordination in emergencies.

If field office close before 8 years procurement files go to the RLU and Logistics files go to HQ

Logistics files can include reports, assessments, goods received notes and service delivery notes, reconciliation information possibly.

## Distribution tracking: Cash transfer

**ICRC**  
**CTP - SOP**  
**January 2018**

Form of transfer	Pre Transfer		Transfer	Post Transfer
	Internal documents	Proof of reception	Proof of transfer	Proof of delivery
Individual account (in name of beneficiary)	RO (FSS) or SR (JDE) PO/Contract PR	Confirmation of bank account number from beneficiary (signatures)	Confirmation from ICRC bank that funds have debited ICRC account (debit note)	Financial Report from FSP (showing transfers to each beneficiary account)
Mobile	RO (FSS) or SR (JDE) PO/Contract PR	Confirmation of the mobile numbers matching beneficiaries names and/or ID	Confirmation from ICRC bank that funds have debited ICRC account (debit note)	Financial Report from Mobile Provider (showing transfers to each mobile number)
ATM/prepaid cards (card not linked to individual account)	RO (FSS) or SR (JDE) PO/Contract PR	Signature proving receipt of ATM/prepaid card	Confirmation from ICRC bank that funds have debited ICRC account (debit note)	Financial Report from FSP (showing money loaded to each ATM/prepaid card)
Over the counter (not linked to individual account)	RO (FSS) or SR (JDE) PO/Contract PR	Not applicable (as beneficiary does not receive any cards or similar to access the funds)	Confirmation from ICRC bank that funds have debited ICRC account (debit note)	Financial Report from FSP (showing transfers to each beneficiary) – this will usually be signatures as collected by the FSP
Who is responsible	From Prog Dept to Log	From Prog Dept to Log	Admin	From Log to Admin (cc Prog Dept)

## Distribution tracking: Voucher

**ICRC**  
CTP - SOP  
January 2018

Type of voucher	Pre Transfer		Transfer	Post Transfer
	<i>Internal documents</i>	<i>Proof of reception</i>	<i>Proof of transfer</i>	<i>Proof of delivery</i>
Paper	RO (FSS) or SR (JDE) PO/Contract Monetary value of voucher or list of commodities included per voucher List of beneficiary names & ID number	Signature of beneficiary proving receipt of voucher	Not applicable (as ICRC does not transfer any funds)	Redeemed vouchers (collected by supplier from beneficiaries) Invoice from supplier for payment
Electronic	RO (FSS) or SR (JDE) PO/Contract Monetary value of voucher or list of commodities included per voucher List of beneficiary names & ID number	Signature of beneficiary proving receipt of e-voucher (card)	Not applicable (as ICRC does not transfer any funds)	Report from software (showing redeemed vouchers) provided by supplier Invoice from supplier for payment
Who is responsible	From Prog Dept to Log	From Prog Dept to Log (then after reconciliation to FAD)	N/A	From Log (who do reconciliation) to Admin (cc Prog Dept)

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## KEY TAKEAWAYS

- Filing is essential
- There is no cash specific filing system stated, it should follow the general filing approach of your organization
- Logistics files can include reports, assessments, goods received note, invoices and service delivery notes, reconciliation information possibly



## ACCOUNT CODES - CASH

**ICRC**  
CTP - SOP  
January 2018

Account	Title	Summary of CTP related use of account code	Item code
956700	<b>Financial Assistance</b> Cash Transfer Programming (CTP)	Any cash transfer made to individuals, households or communities as part of CTP. (Includes reimbursements for transport etc.)	RVOUFINCASH
966000	Financial Services	Remitting <b>charges by any financial service provider</b> such as bank fees, post office fees, hawala charges, mobile money fees etc.	SADMFINA0I

## ACCOUNT CODES - VOUCHERS

ICRC  
CTP - SOP  
January 2018

Account	Title	Summary of CTP related use of account code	Item code
940800	<b>Food Commodity Voucher (CTP)</b>	Any voucher to be redeemed for food products (and/or water) as part of CTP	RVOUFOODITEM
941800	<b>Agro Commodity Voucher (CTP)</b>	Any voucher to be redeemed for agricultural commodities (including animals, feed, equipment, vaccines etc.) as part of CTP	RVOUAGROITEM
945800	<b>Housing Item Voucher (CTP)</b>	Any voucher to be redeemed for non-food items (housing, clothes, hygiene, cooking utensils etc.) as part of CTP	RVOUMISCITEM
948000	General and Office Supplies	Cost for <b>printing of paper vouchers</b> for CTP	RVOUFINAPRIN
956800	Financial Assistance <b>Value Voucher (CTP)</b>	Any voucher with a financial value (including gift cards) to be redeemed for products and/or services as part of CTP	RVOUFINAVALUE02
962400	Recruitment and temporary staff agencies	Third party supplier services for CTP programmes (e.g. <b>fees by e-voucher providers</b> or identification system provider)	SCTREVOU01