

## PAPUA NEW GUINEA

**ORDER TO PAY AGENT**

To the .....at.....

.....20.....

Sir

I request that you pay to my agent (whose signature appears below) or, on his endorsement, to the person

producing this Order, the sum of .....

.....Kina.....toea, being the

amount of my account for

(a) Salaries and Allowances\*

(b) Supplies and Services [see (2) below]


.....  
*Signature of Claimant***Note:-**

- (1) This Order must not be accepted by a creditor in settlement of any debt due by the claimant.
- (2) Payment (other than for salaries, wages or allowances) will not be made to the holder of this Order where it is possible to forward the cheque to the claimant through the post
- (3) This Order will not be recognized for payment of salaries, wages and allowances where the Agent is not an employee of the Government unless approved in writing on the Order by a Head of a Department, a Certifying Officer or such other Officer as is approved by the Secretary for Finance and Planning.

.....  
*Signature of Person to whom Order is given*

# Authority to Pre Commit (APC)

Finance Form 5A

Name of Department / Division*:		APC ONLY FOR AMOUNTS OVER K100,000		Serial no:	
Vote number:.....		Name of Department contact officer: .....			
		Designation: .....			
Description of the goods or services:.....		Contact Phone number:.....			
		Contact Fax number:.....			
		Contact e-mail address:.....			
	CASH			NON-CASH	TOTAL
	National Government	Provincial Government	Local level Gov't	Donor / loan	
Current (revised) appropriation	K	K	K	K	K
1. Estimated pre commitments in current year	K				
2. Estimated pre commitments in current year +1	K				
3. Estimated pre commitments in current year +2	K				
4. Estimated pre commitments in other years	K				
<b>Total contract value</b> (sum of 1 to 4):	K				
I certify that all of the provisions of Part VII of the Public Finance Management Act have been complied with in respect of this proposed purchase or supply.					
I also certify that my Department will include the amount of this precommitment in its estimates for future years					
Signed by the Head of Department / Division*.....Print name.....on ...../...../..... (date)					

## Section below only to be filled out by Department of Finance / Provincial Treasury

1. Request entered into register in Department of Finance / Provincial Treasury	2. Request endorsed by Chairman APC Committee /
on ...../...../..... by (print name) .....(signature).....	Provincial Treasurer on ...../...../..... (signature).....
3. Approved by Secretary for Finance /	<b>Maximum precommitment authorised K</b>
Provincial Administrator (signature).....on ...../...../.....	
APC No Allocated:	

## Section below only to be filled out by the relevant Supply and Tenders Board

Name of supplier:.....	Supply and tender board file number.....
Business address of supplier (not Box number):.....	
Approved by the Chairman of the relevant Supply and Tenders Board on ...../...../.....	
Signature.....	Print name.....
Tenders board stamp:	

\* Department is at the National level, Division at the Provincial Government level

- Note:
1. This Authority to Pre Commit form does not become active until it has been registered and the APC No. has been allocated by the Dept of Finance / Provincial Treasury
  2. This Authority to Pre Commit is not valid until a Supply & Tenders Board file number is allocated
  3. All APC applications must be accompanied by a current PGAS printout and a covering letter providing reasons for and justifying the granting of an APC
  4. Suppliers should keep the original of this document in a safe place as proof of the validity of their contract with the Government

Distribution: White (original) - supplier; Green - implementing Department; Blue - Dept of Finance / Provincial Treasury; Bookfast - implementing Department.