

Khmer Association for Development of country-side Cambodia

St.07, Orussey II Village, Sangkat Orussey, Kratie Municipal, Kratie
Province, Cambodia.

Office phone (+855)72971 584, Mobile phone: (+855) 12 952992
E-mail: info@kafdoc.org

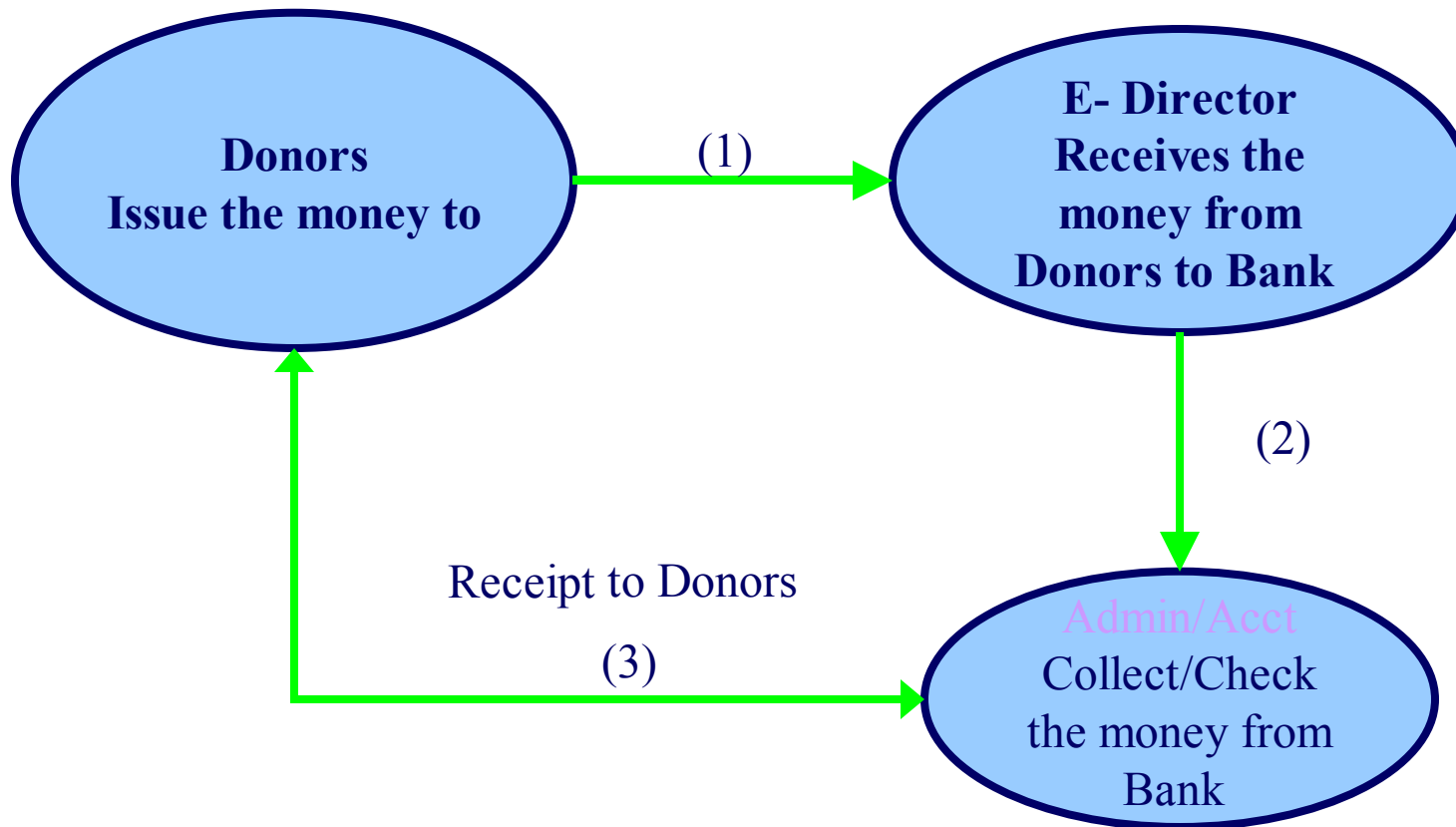
Financial-Purchasing Procedure

Edited by Miss Bun Souham (Admin/Acct)

Part I

Request-Cash Flow- Report Procedure

Step 1: Receive from Donors

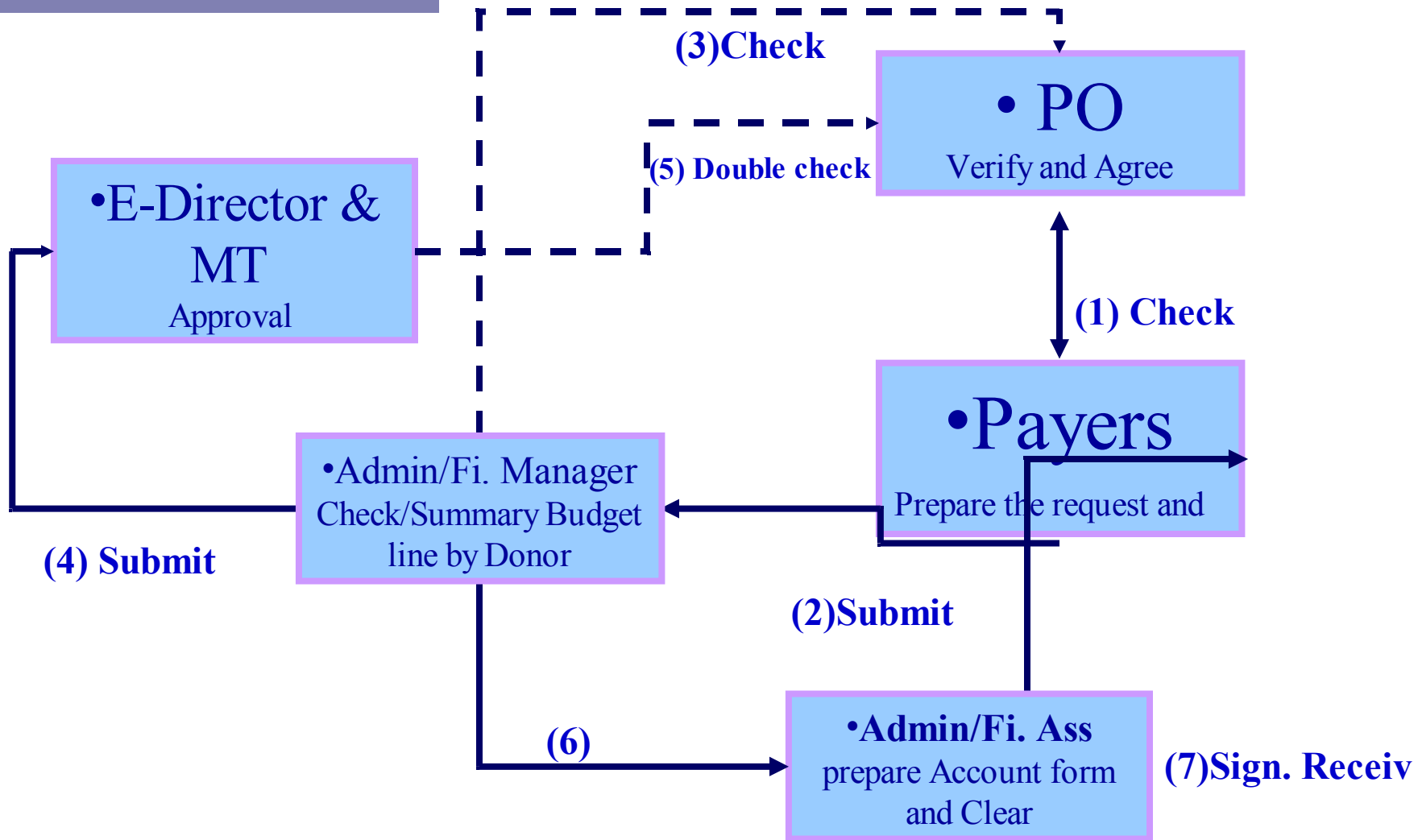


General: What are the requests?

Weekly Requests
Monthly Requests
Emergency Requests

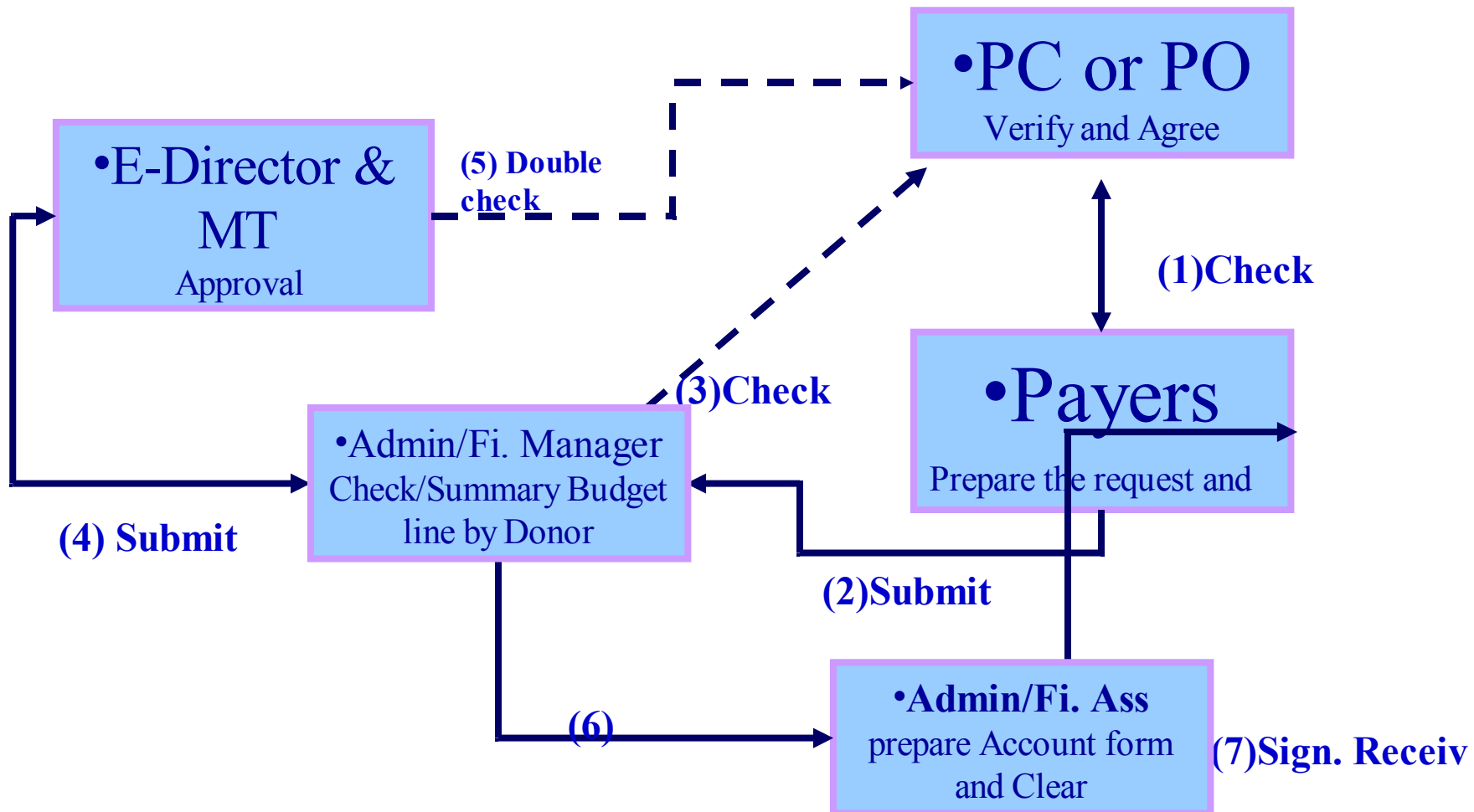
Step 2: Request Procedure

Weekly Requests
Monthly Requests

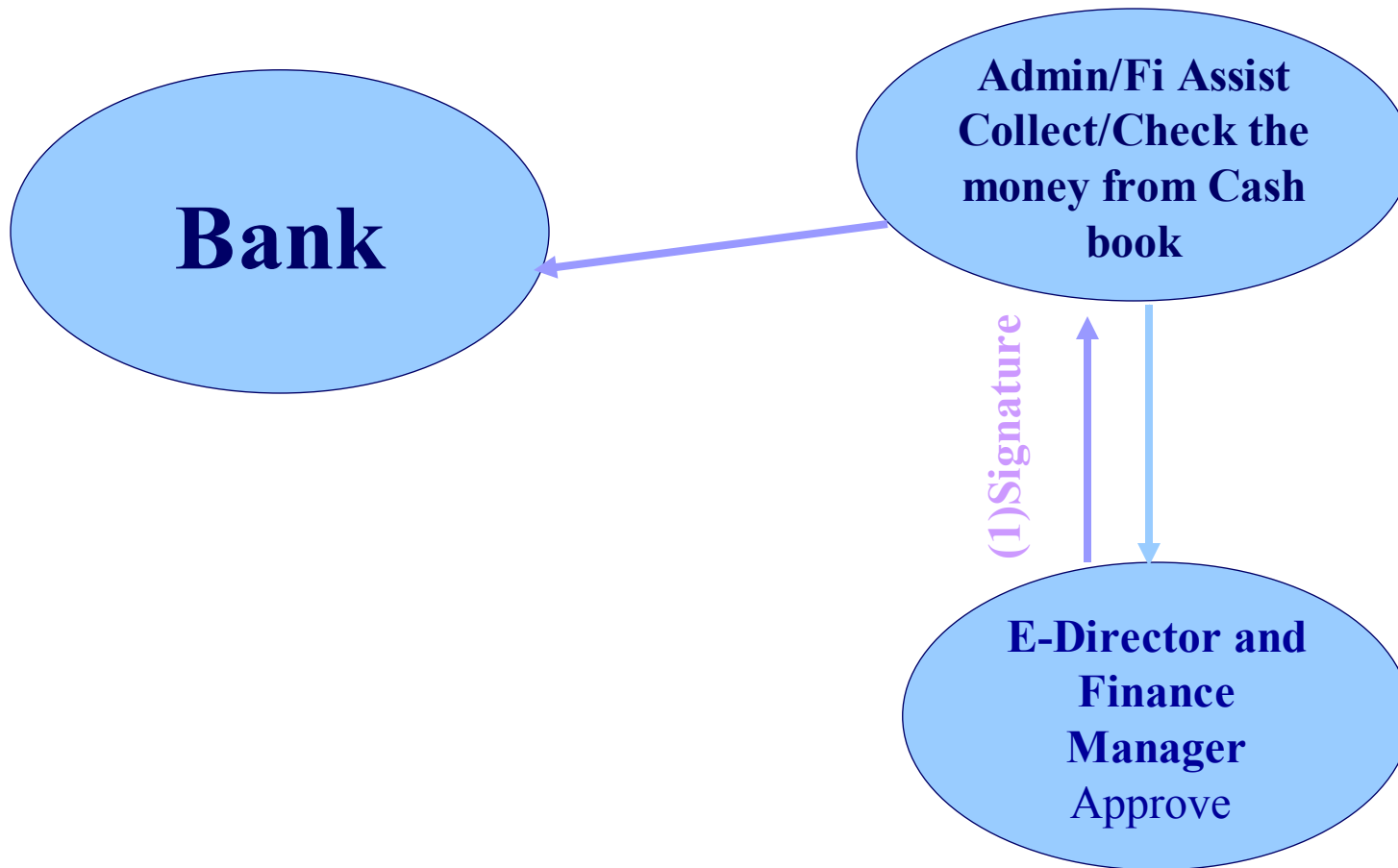


Step 2: Request Procedure

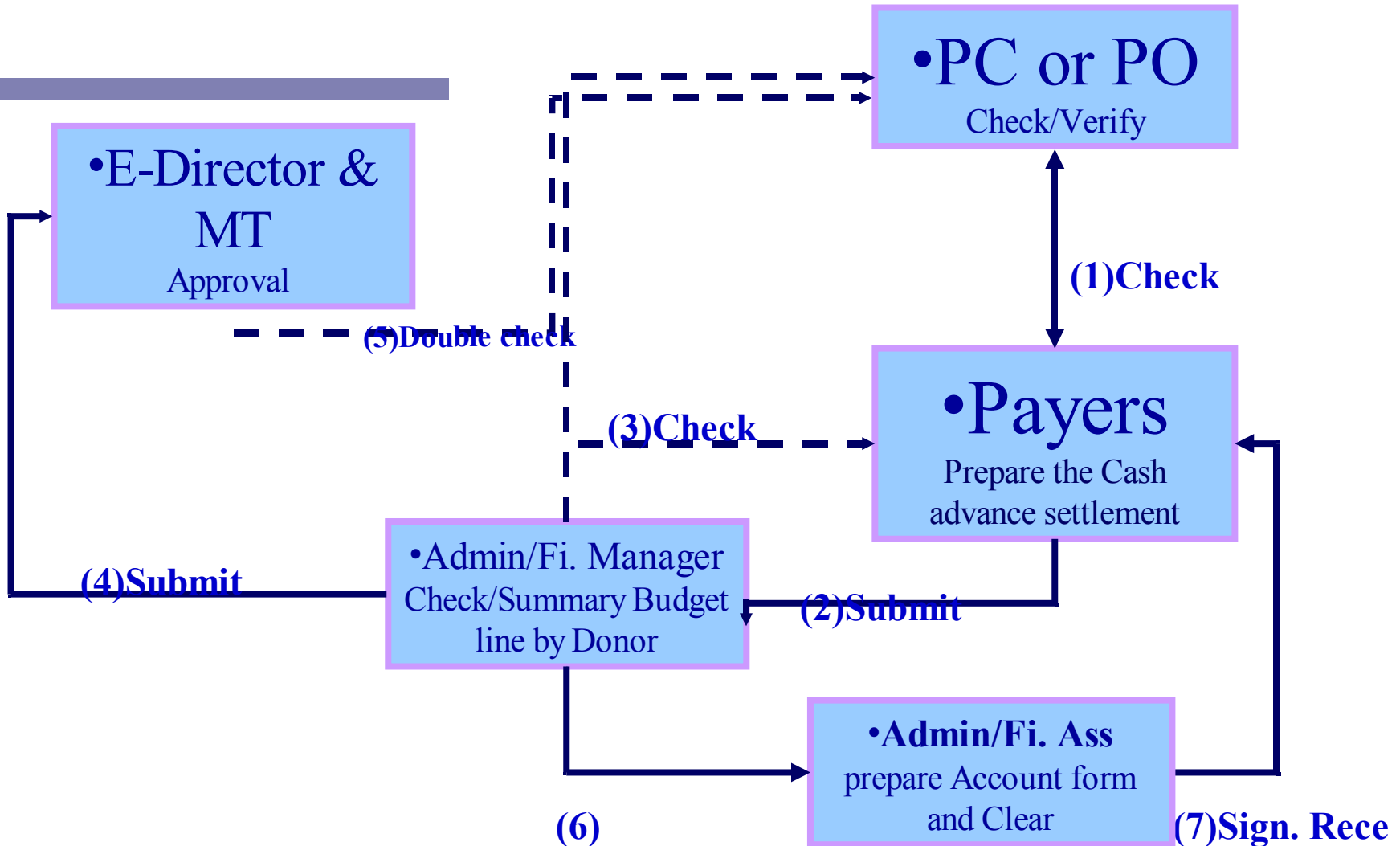
Emergency Requests



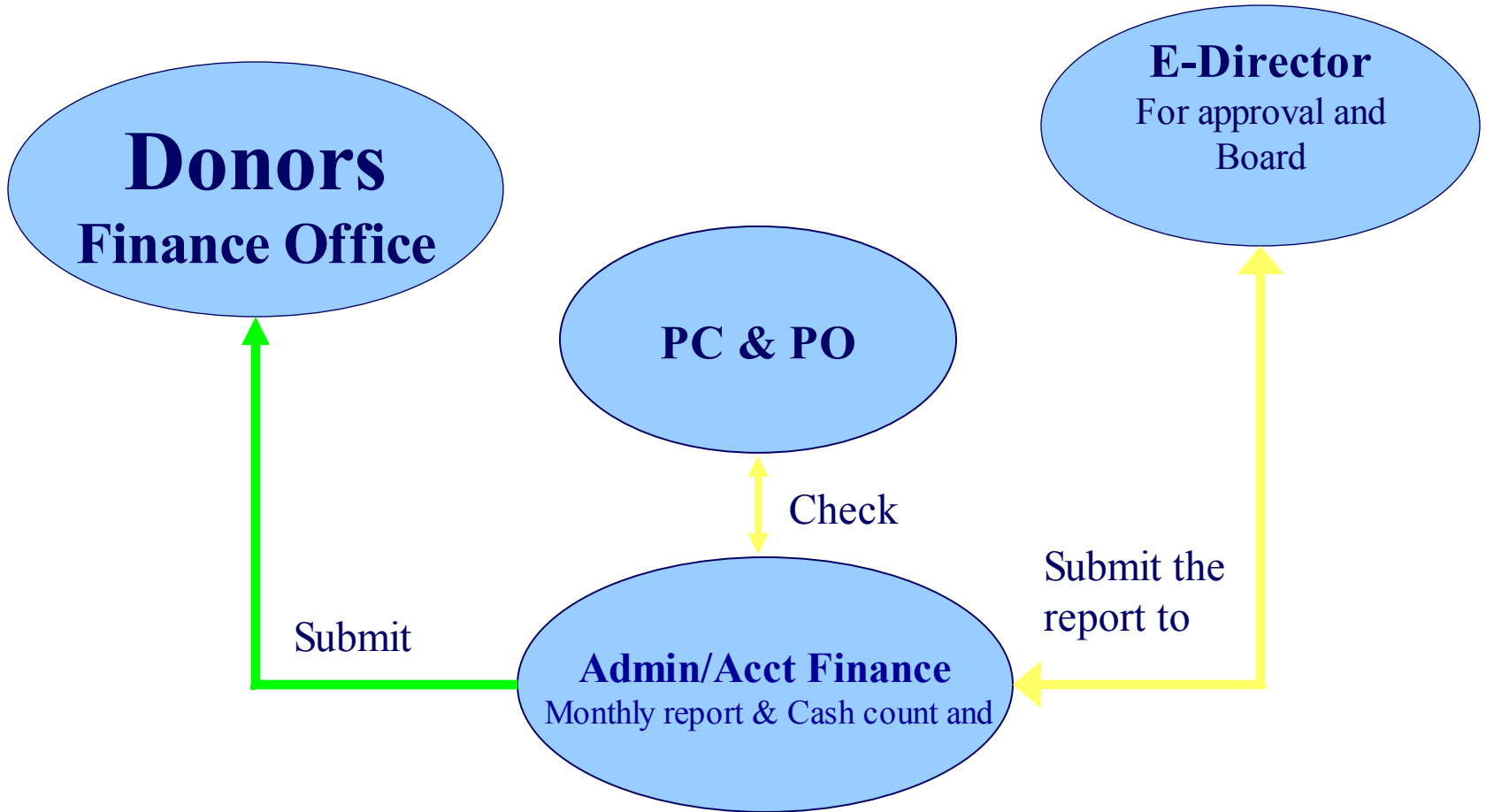
Step 3: Withdraw from Bank



Step 4: Cash Flow/Cash advance settlement



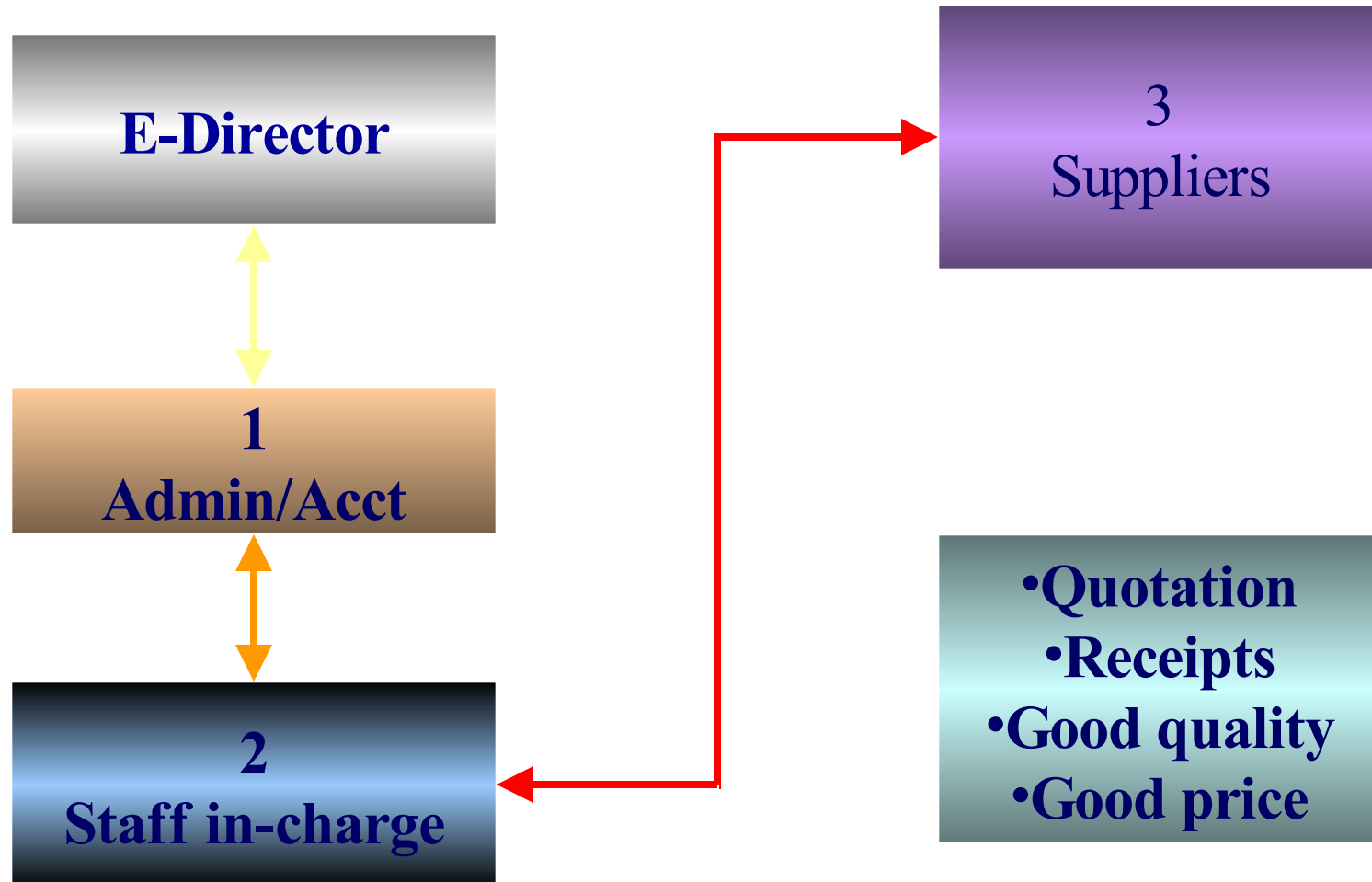
Step 5: Reports



Part II

Purchasing Procedure & Stock Management

Purchasing Procedure



Stock Management

