DISTRIBUTION SIGN-OFF FORM

TIGWIRANE MANJA FOUNDATION

NAME OF EMPLOYEE OVERSEEING DISTRIBUTION	Mwelwe Havawe
DATE(S) OF DISTRIBUTION	28/04/2020

SIGN-OFFS

#	NAME	ITEM RECEIVED	DATE	POSITION	PHONE #	SIGNATURE
1	Lilanivy Mjuwoehi	K20,000	28/04/20	Project officer	0882579010	Jenny Njunzi
2	Martha Mwechum	K20,000	28/04/20	Project Office	088877396F	M. Mwechumu

Instructions/Reminders:

The Distribution Sign-off Form should be used whenever distributing items like bikes, backpacks, stipends, allowances, stationery etc

This form acts as documentation for the distribution of items and should be submitted to Finance and Administration as part of the appropriate report once distribution is completed

Prepared by:	_____	Mwelwe Havawe	28/04/2020
	Signature	Name	Date
Finance/Admin Check:	_____	_____	_____
	Signature	Name	Date

Stipends — May 2020
Labour

DISTRIBUTION SIGN-OFF FORM

TIGWIRANE MANJA FOUNDATION

NAME OF EMPLOYEE OVERSEEING DISTRIBUTION	Mwelwa Harawa
DATE(S) OF DISTRIBUTION	28/05/2020

SIGN-OFFS

#	NAME	ITEM RECEIVED	DATE	POSITION	PHONE #	SIGNATURE
1	Ellanicy Mjuweni	K2,50250	28/05/20	Project officer	0882579010	
2	Martha Mwedzum	K 20,000	28/05/20	Project officer	0888793965	M. Mwedzumuh

Instructions/Reminders:

The Distribution Sign-off Form should be used whenever distributing items like bikes, backpacks, stipends, allowances, stationery etc

This form acts as documentation for the distribution of items and should be submitted to Finance and Administration as part of the appropriate report once distribution is completed

Prepared by: _____ Mwelwa Harawa 28/05/2020
       Signature   Name   Date

Finance/Admin Check: _____ _____ _____
       Signature   Name   Date