


Hydrogeological Survey in Faryab- Afghanistan

PROCUREMENT CHECKLIST SHEET	V1	NORPLAN 
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HARDDISK:Users:sveinstoveland:Dropbox:Procurement documentation:Templates for procurement forms:NORPLAN Procurement checklist sheet_v2.docx

Main item		Order form no:
(To be filled by Norplan senior staff prior to all procurement exceeding of USD 1000)		Date prepared
Background	<i>This sheet to be used together with the NORPLAN procurement guidelines</i>	
Goods /service to be procured	<i>Brief description of items/services to be procured:</i>	
Estimated cost	<i>Estimated costs</i> <i>Cost in Afghani :....., Cost in USD.....</i>	
Budget	<i>Is procurement covered in budget, and if so which budget?</i>	
Procurement procedure	<i>Procurement procedure to be followed:</i> <i>Category A:....., Category B:....., Category C:....., Category D:....., Category E:.....,</i>	
Specification	Does specifications need to be approved by MRRD? If approval is needed, has approval been obtained	
Forwarded approval	Sheet to be forwarded to Team leader for approval prior to procurement of goods and services and costing above USD1000 (Category, B, C,D and E.) Signed: Date (to be filled by /signed by deputy or team leader, Norplan HGS project. Scanned and forwarded)	
Approval Team leader	Team leader approval. Sign/date.	