

General Guidelines for preparing Payment Requests

General Issues:

1. The first payment is transferred to the beneficiary upon signature of the GIA and approval of the IP and budget by PCU.
2. Further payments are made when the beneficiary disburse 75% at least from the previous payment; against the clear milestones of achievement set out in the IP and against documentation of eligible expenditures
3. The final payment will be transferred by the university to the beneficiary bank account, then after submitting the final completion report and all related technical and financial reports, PCU will transfer the final installment based on actual expenditures
4. All cheques must be stamped by “to the first beneficiary only”
5. All invoices and payment requests must be stamped by “PAID: Funded by QIF: Grant Title”
6. All invoices above 10,000 ILS should be stamped by the supplier from the VAT department
7. All contracts are subject to income tax for either local or international consultants, both lump sum and time based contracts.
8. Signatures on bank transfers and cheques should be the same as signatures in Annex A of the GIA; if any changes are made to the signature; accordingly Annex A should be changed.
9. All supporting documents must be stamped by “identical copy of the original”.
10. The beneficiary shall make sure that all payments are disbursed form the project bank account, any payments disbursed form the university account are considered ineligible
11. Each TEI is obliged to submit both a certificate of source deduction, and a clearance certificate from the property tax department (profession license) with each payment request

Required Stamps:

1. “To the first beneficiary only” stamp
2. “PAID: Funded by QIF: Grant Title” stamp
3. “Identical copy of the original” stamp

Required Financial Forms and Certificates:

1. Payment Request (TEI Logo, stamped and signed by the authorized representatives as per Annex F of the GIA)
2. Statement of expenses – SOEs (a separate sheet for each expenditure category).
3. Statement of Expenses for TEI Contribution.
4. Project Uses by expenditure category and source of funding.
5. Sources and uses of fund.
6. Bank statement.
7. Assets registry form.
8. Statement of project commitments.
9. Certificate of source deduction (شهادة خصم مصدر)

10. A clearance certificate from the property tax department (profession license)- (شهادة رخص (مهن/ براءة ذمة من ضريبة الأملاك

Supporting documents required for each expenditure category:

Equipment and Furniture Category and the Scientific Journals and Books category:

1. The issued RFQ and the PCU's "NO Objection".
2. List of companies whom the RFQ was issued to.
3. The signed bid opening minutes.
4. The offers from bidders (stamped).
5. Signed Technical and financial analysis report and the PCU's "No objection".
6. Award report and Bid Evaluation and the PCU's "NO Objection".
7. Purchase order/s and the PCU's "NO Objection".
8. Delivery Note
9. Tax invoice compliant with the purchase order and stamped by "Paid: funded by QIF: Grant Title". And stamped by VAT if above 10,000 NIS.
10. Valid certificate at source deduction for amounts above 2500 NIS.
11. Valid profession certificate (clearance from property tax)
12. Final acceptance report of goods.
13. مستند ادخال للبضائع
14. Copy of payment voucher
15. Copy of the cheque or bank transfer
16. Receipt from the supplier
17. Equipment should be in place and labeled with the project stickers. (it's preferable that you send us some photos showing the stickers)

Time- Based (Local) Consultants

1. Payment voucher for each salary
2. Copy of the cheque or bank transfer for each salary
3. Salary slip or payment request from the direct supervisor)stamped by "PAID : funded by the World Bank")
4. Attendance sheet
5. Timesheet
6. Copy of the signed contract and PCU's "No objection" to it.
7. Copy of the signed Evaluation report and PCU's "No objection" to it.
8. PCU's "No objection" to the shortlist
9. PCU's "No objection" to the TORs
10. Income tax supporting documents (payment voucher, cheque and receipt from the tax department)

Lump Sum International and Local Consultants:

1. Payment voucher
2. Copy of the cheque or bank transfer

3. Payment request signed by the consultant (stamped by “PAID: Funded by the World Bank”)
4. Valid certificate at source deduction if any.
5. Deliverables according to the contract
6. Written approval from the beneficiary to the consultant’s deliverables
7. Copy of the signed contract and PCU’s “No objection” to it.
8. Copy of the signed Evaluation report and PCU’s “No objection” to it.
9. PCU’s “No objection” to the shortlist
10. PCU’s “No objection” to the TORs
11. Income tax supporting documents (payment voucher, cheque and receipt from the tax department)

Overseas Study Tours:

The TEI should follow its own regulations for overseas study tours; however; if they don't have clear and written regulations to provide us with; they should follow the PA regulations as follows:

- 150 USD are paid for travel transportation for both ways including borders and airports fees.
- 230 USD per diems are paid for one night at Jordan. (maximum 2 nights- the actual number of nights depend on the flight ticket, stamps on the passport in consistency with the travel agenda)
- Per Diem amount according to the destination country. (the actual number of nights depend on the flight ticket, stamps on the passport in consistency with the travel agenda)
- **Supporting Documents Required for paying participants:**
 1. Payment voucher
 2. Copy of the cheque or bank transfer
 3. Payment request including detailed breakdown of expenses signed by the participant and approved by the direct supervisor “**study tour expenses form** attached”
 4. Invitation or application to participate
 5. Copy of the passport showing the visa and all the airports and bridge stamps on entry and exit
 6. Copy of the ticket
 7. Travel agenda
 8. Final report after the completion of the tour
 9. Visa receipt
 10. QIF Approval on the agenda and participants; and PCU approval on the budget
- **Supporting Documents Required for tickets:**
 1. Payment voucher
 2. Copy of the cheque or bank transfer
 3. Tax invoice compliant with the purchase order and stamped by “Paid: funded by QIF: Grant Title”. And stamped by VAT if above 10,000 NIS.
 4. Valid certificate at source deduction for amounts above 2500 NIS.

5. Valid profession certificate (clearance from property tax)
 6. Receipt
 7. Copy of the ticket
 8. Purchase Order for the tickets
 9. Three price offers at least should be provided where the least price and most appropriate offer is selected
- **Supporting Documents Required for a training center (within the overseas study tour):**
 1. Payment voucher
 2. Copy of the cheque or bank transfer
 3. Invoice stamped by “Paid: funded by QIF: Grant Title”.
 4. Agreement with the training center.
 5. Technical and financial offer from the training center
 6. Approval by the TEI on the technical and financial offer (approval should be made by the steering committee)

Local Training and Workshops:

The TEI should follow its own regulations for training and workshops expenses; however; if they don't have clear and written regulations to provide us with; they should follow our procedures; and obtain price offers

- **Training Logistics:**
 1. Payment voucher
 2. Copy of the cheque or bank transfer
 3. Receipt from the supplier
 4. Tax invoice compliant with the purchase order and stamped by “Paid: funded by QIF: Grant Title”. Stamped by VAT if above 10,000 NIS.
 5. Valid certificate at source deduction for amounts above 2500NIS.
 6. Valid profession certificate (clearance from property tax)
 7. A cover letter from the project director showing the purpose of purchasing, the title and date of the workshop or meeting or course, the quantity of each item to be purchased.
 8. Invitation to the workshop or meeting or course
 9. Agenda
 10. Attendance list
 11. Purchase order
 12. Copy of the beneficiary centralized tender if any, or three price offers
- **Trainers Per Diems:**
 1. Payment voucher
 2. Copy of the cheque or bank transfer
 3. Payment request by the trainer stamped by “Paid: funded by QIF: Grant Title”.
 4. Trainer ID

5. The steering committee approval to the selection of the trainer (justification, name, total number of training hours, cost per hour, total cost)
6. TEIs internal regulations/ scale of per diems
7. Agreement between the TEI and the trainer (TEI's forms)
8. Training agenda
9. List of trainees
10. Training reports and approval to them by the project director
11. PCU's and QIF approval to the activity

• **Expenses for Students in the practical training (For meals and transportation) :**

1. Payment voucher
2. Copy of the cheque or bank transfer
3. Student ID
4. Receipt from the student (the student may sign the copy of his/her ID)
5. A document to prove the selection of the student to train at a certain company (the document should include criteria for selection, name of the student, the term or semester and period of training and the company name)
6. Attendance sheet for the students' training days and hours- signed and stamped by the training direct supervisor; and the private sector company
7. Training Manual
8. Evaluation report about the students' performance signed by the TEI and the private sector company
9. A detailed sheet for the student showing the costs required for his/her training (daily transportation; or daily meals, with days and dates) - students transportation form
10. TEI internal regulations for paying students.

• **Supporting Documents Required for online training :**

1. Payment voucher
2. Copy of the cheque or bank transfer
3. Invoice stamped by "Paid: funded by QIF: Grant Title".
4. Technical and financial offer from the training center
5. Approval by the TEI on the technical and financial offer (approval should be made by the steering committee)
6. Agreement with the training center.
7. Training Agenda
8. Attendance sheet (of the trainees)- signed by all the participants
9. QIF and PCU approval to the activity

Operation and Maintenance:

The TEI should follow its own regulations for Operation and Maintenance expenses; however; if they don't have clear and written regulations to provide us with; they should follow our procedures; and obtain price offers

1. Payment voucher
2. Copy of the cheque or bank transfer
3. Receipt from the supplier
4. Tax invoice compliant with the purchase order and stamped by “Paid: funded by QIF: Grant Title”.
5. Valid certificate at source deduction for amounts above 2500 NIS.
6. Valid profession certificate (clearance from property tax)
7. A cover letter from the project director showing the purpose of purchasing, the title and date of the workshop or meeting or course, the quantity of each item to be purchased.
8. Purchase order
9. Copy of the beneficiary centralized tender if any, or three price offers at least.

Petty Cash:

1. Payment voucher
2. Copy of the cheque or bank transfer
3. Document to show the exchange rate used from USD to NIS
4. The petty cash report form
5. All the related supporting documents according to the expenditure category

Ineligible Expenditure:

1. Infrastructure costs
2. Any irrelevant expenses
3. Any expenses incurred before the GIA’s signing date or after the closing date
4. Any expenses where the World Bank procurement procedures were not followed
5. Communication costs
6. Expenses of printing on stationery as pens; notebooks and abgs....etc.
7. Any expenses from a bank account other than the project’s bank account
8. Any payments to governmental employees
9. Students aid
10. Taxes other than income tax and VAT included in payments
11. Any overdraft accounts or any interests paid for it
12. Any luxury or entertainment expenses (roses, bags; gifts, business lunches and dinners..etc)
13. Any currency differential compensation
14. Any amounts above the allowed percentage under the Equipment category (30% or 40%- according to Window of Specialty)