



British
High Commission
Nairobi

03 December 2013

[REDACTED]
Head of Counter Terrorism,
British High Commission,
Nairobi.

Dear [REDACTED]

DELEGATED AUTHORITY TO CERTIFY PAYMENTS

1. I delegate to you the responsibility for certifying claims and payments necessarily incurred against the expenditure account codes detailed below, prior to disbursement by the Accountant. This is to cover all payments made in cash and against standard Prism invoices where Purchase to Pay (P2P) procedures do not apply.

Account Code	Budget Holder	Financial Limit
All accounts relating to Counter Terrorism Section.	Various	£40,000

2. You must familiarise yourself with current Finance Directorate policy where covered in Frequently Asked Questions, and ensure that:

- (a) Authority to incur any expenditure exists, attaching to the claim whenever necessary and possible a copy of specific authority issued by the budget holder, Directorate or Department.
- (b) Clear charging instructions are provided to the Accountant so that the expenditure can be brought to account promptly and charged to the correct account code and cost centre.
- (c) Where devolved local budget expenditure is incurred, it falls within your Section's overall allocations and the financial limits devolved to the budget holder by me as Senior Budget Holder.
- (d) The voucher is original and has not been used to support previous payments.
- (e) The goods and / or services have been received / rendered and receipt has been entered on Prism or recorded appropriately for standard invoices.
- (f) The payments are legally due and it is appropriate to make the payments at this time.

3. Under no circumstances may this authority be sub-delegated to other Officers.

Christian Turner,
High Commissioner