



*Id-Divizjoni għall-Fondi u Programmi*

*Funds and Programmes Division*

To: Project Leaders  
From: Responsible Authority – SOLID Funds  
Date: 23<sup>rd</sup> May 2012

**FPD SOLID Circular Number 3/2012: Direct Payments to Suppliers by Public Entities for the SOLID Funds**

In line with the Manual of Procedures for the General Programme Solidarity and Management of Migration Flows 2007-2013, Public Entities implementing projects under one of the Funds can make a claim for direct payment. In this regard the Responsible Authority will be implementing the following procedure:

1. The Project Leader will send a written request to the Responsible Authority (addressing the Project Manager) to raise a Local Purchase Order in favour of the particular supplier/service provider for the needed amount. It should be made clear that this expense is going to be incurred from an EU Funded Project therefore one should mention the Name of Project, Reference Number and Name of Fund.
2. To process the request the Responsible Authority and the Director Corporate Services OPM will require all the documentation in relation to the request such as quotations or tender depending on Public Procurement Regulations. The beneficiary should also send the Financial Identification Form of the supplier/service provider.
3. The Project Manager (RA) will then send a scanned copy of this documentation to Director Corporate Services (cc-ing the Project Leader/coordinator and the Senior Manager) and inform him that the beneficiary has made this request. The original Local Purchase Order will be forwarded to the RA and a copy will be sent to the beneficiary. The beneficiary will forward this to the supplier/service provider.

**Payment Process**

Once the service is rendered or completed, the supplier/service provider will send the invoice to the beneficiary. The beneficiary should then proceed as indicated in section 6.1.13 in the Manual of Procedures. The Beneficiary should submit all the documentation that has not been previously submitted.

A handwritten signature in black ink, appearing to read 'R. Scerri', written over a circular stamp or watermark.

Raphaël Scerri  
Director General  
Funds and Programmes