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SEGRETARJAT PARLAMENTARI GHALL-
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OFFICE OF THE DEPUTY
PRIME MINISTER
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PARLIAMENTARY SECRETARIAT FOR THE EU
PRESIDENCY 2017 AND EU FUNDS

Id-Divizjoni għall-Fondi u Programmi

Funds and Programmes Division

RA Circular 03/2014

To: Project Leaders
From: Responsible Authority
Date: 8th May 2014
Subject: Issuing LPOs for Direct Payments (Public Entities)

In line with the Manual of Procedures for the General Programme Solidarity and Management of Migration Flows 2007-2013, Public Entities 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 Provisional Local Purchase Order in favour of the particular supplier/service provider for the estimated 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 MEAIM 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 inform the Director Corporate Services MEAIM (having 'viewing' access rights to SIS) that the beneficiary has made this request. The original Provisional Local Purchase Order issued will be forwarded to the RA and a copy will be sent to the beneficiary by the Responsible Authority. 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.

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