

Procurement Tracking

Items/Documents	Originator	Date Generated	VHRTS		HRTS		DNPDP		NPD		Others Remark
			Date Submitted	Date Returned	Date Submitted	Date Returned	Date Submitted	Date Returned	Date Submitted	Date Returned	
Request for quotation from hotel on	Finance	11/12/2013	On Mission to COP 19 from 08-24 November 2013						11/12/2013	11/12/2013	
P-O CG& Taskforce Meeting's venue (Sokha Club)	Finance	11/20/2013	On Mission to COP 19 from 08-24 November 2013						11/20/2013	11/21/2013	
P-O Raffle Le Royal for Government Awareness Raising	Finance	11/21/2013	11/21/2013	11/21/2013	On Mission to COP 19 from 08-24 November 2013				11/21/2013	11/22/2013	
			100%						100%		

Admin Tracking

Items/Documents	Originator	Date Generated	VHRTS		HRTS		DNPDP		NPD		Others Remark
			Date Submitted	Date Returned	Date Submitted	Date Returned	Date Submitted	Date Returned	Date Submitted	Date Returned	
Invitation Taskforce meeting (28 Nov 2013)	PC	11/13/2013	On Mission to COP19 from 08-24 November 2013 (Submitted directly to NPD)						11/13/2013	11/15/2013	
Invitation CG meeting (27 Nov 13)	PC	11/22/2013	On Mission to COP19 from 08-24 November 2013 (Submitted directly to NPD)						11/22/2013	11/26/2013	
Invitation PEB meeting (28 Nov 13)	PC	11/25/2013	On Mission to COP19 from 08-24 November 2013 (Submitted directly to NPD)						11/25/2013	11/26/2013	
Invitation REDD Concert (14 Dec 2013)	CO	11/25/2013	On Mission to COP19 from 08-24 November 2013 (Submitted directly to NPD)						11/26/2013	11/26/2013	
Request for travel mission (safeguards development)	PC	11/12/2013	11/21/2013	11/22/2013	11/22/2013	11/29/2013	12/2/2013	12/2/2013	12/2/2013	12/3/2013	
			100%		50%		100%		100%		

Finance Tracking

Items/Documents	Originator	Date Generated	VHRTS		HRTS		DNPD		NPD		Others Remark
			Date Submitted	Date Returned	Date Submitted	Date Returned	Date Submitted	Date Returned	Date Submitted	Date Returned	
Payment on computer to integrate REDD+ into community Forestry	Finance	11/12/2013	On Mission to COP 19 from 08-24 November 2013						11/12/2013	11/12/2013	100%
Payment on providing minute recording service of workshop	Finance	11/12/2013	On Mission to COP 19 from 08-24 November 2013						11/12/2013	11/12/2013	
Payment on supporting to taskforce members on transportation and	Finance	11/12/2013	On Mission to COP 19 from 08-24 November 2013						11/12/2013	11/12/2013	
Study Tour Expenses	Finance	11/12/2013	On Mission to COP 19 from 08-24 November 2013						11/12/2013	11/12/2013	
Financial Report Oct 2013	Finance	11/20/2013	On Mission to COP 19 from 08-24 November 2013						11/20/2013	11/21/2013	
Allowance for taskforce Oct-Nov 2013	Finance	11/20/2013	On Mission to COP 19 from 08-24 November 2013						11/20/2013	11/21/2013	
Advance for prepare 3rd Consulation Group Meeting	Finance	11/21/2013	11/21/2013	11/21/2013	On Mission to COP 19 from 08-24 November 2013				11/21/2013	11/22/2013	
Clearance Mr. Sok Heng	Finance	11/21/2013	11/21/2013	11/21/2013	On Mission to COP 19 from 08-24 November 2013				11/21/2013	11/22/2013	
Clearance Mr. Kamnab	Finance	11/21/2013	11/21/2013	11/21/2013	On Mission to COP 19 from 08-24 November 2013				11/21/2013	11/22/2013	
Announcemnet on website bongthom for recruitment	Finance	11/21/2013	11/21/2013	11/21/2013	On Mission to COP 19 from 08-24 November 2013				11/21/2013	11/22/2013	
Printing Poster for photo contest	Finance	11/21/2013	11/21/2013	11/21/2013	On Mission to COP 19 from 08-24 November 2013				11/21/2013	11/22/2013	
1st 50% payment after contract sign (Sann Kalyan)	Finance	11/21/2013	11/21/2013	11/21/2013	On Mission to COP 19 from 08-24 November 2013				11/21/2013	11/22/2013	
1st 50% payment after contract sign (Heng Pheakdey)	Finance	11/21/2013	11/21/2013	11/21/2013	On Mission to COP 19 from 08-24 November 2013				11/21/2013	11/22/2013	
Internet Installation	Finance	11/21/2013	11/21/2013	11/21/2013	On Mission to COP 19 from 08-24 November 2013						
Payment on Monitor and UPS to fullfil complete set of desktop	Finance	11/21/2013	11/21/2013	11/21/2013	On Mission to COP 19 from 08-24 November 2013				11/21/2013	11/22/2013	
Reimbursement for prepare pre-liminary review of safeguides	Finance	11/29/2013	11/29/2013	11/29/2013	11/29/2013	11/29/2013					
Reimbursement for refreshment of Secretariat meeting 26 Nov 2013	Finance	11/29/2013	11/29/2013	11/29/2013	11/29/2013	11/29/2013					
Payment for monthly telephone fee of Oct 2013	Finance	11/29/2013	11/29/2013	11/29/2013	11/29/2013	11/29/2013					
Refill 4 toners for printer color HL-4570	Finance	11/29/2013	11/29/2013	11/29/2013	11/29/2013	11/29/2013					
Payment for internet connection and monthly fee	Finance	11/29/2013	11/29/2013	11/29/2013	11/29/2013	11/29/2013					
Payment for announcement National Consultant	Finance	11/29/2013	11/29/2013	11/29/2013	11/29/2013	11/29/2013					
			100%		100%				100%		

Programme Documents Tracking

Items/Documents	Originator	Date Generated	VHRTS		HRTS		DNPd		NPD		Others Remark
			Date Submitted	Date Returned	Date Submitted	Date Returned	Date Submitted	Date Returned	Date Submitted	Date Returned	
Seeking for approval Concept note for activities (2.3C)	PC	11/20/2013	11/20/2013	11/21/2013	11/22/2013	11/29/2013	Not in office		11/29/2013	11/29/2013	
			100%		50%				100%		