



MINISTRY OF EDUCATION
SOT TECHNICAL TRAINING INSTITUTE

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FINANCE SERVICE CHARTER

We are committed to provide technical, vocational, education and training that promotes innovations and creativity to meet the global socio-economic and environmental challenges

FINANCE SERVICE CHARTER				
S/NO	SERVICES RENDERED	REQUIREMENT	CHARGES	TIMELINE
1.	Remittance of statutory deductions	As per legal requirements	Free	Within 1 month
2.	Sale of tender documents	Payment of specified fees	Kshs 1000	1 Day
3.	Payment to service providers	As per agreement	Free	Within 90 days
4.	Issuance of official receipts	Evidence of payment	Free	Immediately
5.	Salary Remittance	Processed payroll	Free	5 th of every month
6.	Receiving of CDF, Scholarship and HELB monies	Cheques, Eft and attached list of beneficiaries.	Free	Immediately
7.	Preparation and submission of responses of Audit Queries	Reference sheet from OAG memos from internal audit.	Free	5 working days
8.	Payroll processing	Payroll	Free	30 days
9.	Imprest processing and Accounting for imprest	Claims	Free	48 hours
10.	Payment to casuals, Workstudy	Processed claims	Free	5 working days

We are committed to courtesy and excellent in service delivery

For Further Inquiries Please Contact
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TRAINING FOR INDUSTRIAL DEVELOPMENT