

ALIGHT PROCUREMENT REQUEST FORM

GOODS AND SERVICES IN DIFFERENT CATEGORIES MUST BE ENTERED ON SEPARATE PRFs
ALL FIELDS MUST BE COMPLETED - NO RED CELLS - ENTER N/A WHERE NOT APPLICABLE

Country:	RWANDA	Date request prepared:	02-26-2025	Requirements / criteria to be considered in the purchase:			
Priority (Select One)	Ongoing Program	Date goods are required:	03-5-2025				
PR No.	PR- RWA-KGL -2025- 4141	Date goods required meet established lead times (If not return to requestor to get approval from Field/Program Management)	NO	Office Shifting Announcement			
	PR -COUNTRY- OFFICE - YEAR - SEQUENTIAL #	Donor Information					
Destination of Goods:		Name of donor(s):	HQ	Preferred method of delivery:			
Name:	Ines Uwamahoro	Award end date(s):	03-5-2025	Air	NO	Road (ARC vehicle)	YES
Address / Location:	Kigali	Any donor requirements exceeding ARC Procurement Policy:		Sea	NO	Road (other vehicle)	NO
Phone #:	788951508	Items likely to arrive before Award end:	YES	Hand carry	NO	Road (motorbike)	NO
Email Address:	InesU@wearealight.org	Items in Procurement Plan:	YES	Rail	NO	Other	NO

Line Item	Donor	Fund Code	Donor Code	A/C Code	Program/Sector Requesting	Program Location	Description of Goods / Services (add attachments with technical specification as needed or requested by logistics)	Unit / Form	Quantity	Currency	Estimated Unit Cost	Estimated Total Cost (formula)	Purchase location (Logs to complete)	IR number (if international request)
1	HQ	RW00099	RW00099		OPERATION	KIGALI	Office Shifting Announcement	ser	1	RWF	60,000	60,000	kigali	
2														
3														
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TOTAL:													60,000	

Requested By:		Approved By: (Program Management)		Approved By: (Finance)		Authorized By: (Budget Holder Under DoA Policy)		Logistics: (Confirmation of Ability to Process)	
Name:	Ines Uwamahoro	Name:	Celestine Karangwa	Name:	Eugene Murego	Name:	Eunice Mwende	Name:	Night Kayitesi
Position:	Operations and Logistics Intern	Position:	Interim OLC	Position:	Grant Manager	Position:	ED	Position:	Logistics Administrative Clerk
Signature:		Signature:		Signature:		Signature:		Signature:	
Date:	02/26/2025	Date:	02/26/2025	Date:	02/26/2025	Date:	02/27/2025	Date:	02/27/2025

(Distribution: Duly authorised Original for Logistics (until release to Finance); Photo copy for Logistics file; Photo copy for Sector Head (FINANCE ONLY TO PAY WITH ORIGINAL PRF ON FILE)
If all approvals are by email, logistics to handwrite "ORIGINAL" on the original copy.