



**SOCIAL WELFARE DEVELOPMENT PROGRAMME (SOWED KENYA)**  
**P. O. BOX 51015 - 00200. NAIROBI, KENYA**  
**TEL.: +254 20 2000 518**  
**INTERNAL MEMO**

**SOWED** Kenya

To :  
 From :  
 Through :  
 Project :  
 Date :  
 Memo No. :  
 Activity :  
 Activity Site :

Payee : Amount

No.	Items Details	Units	Unit Cost	Total Cost	Account Balance	Comment
	Balance C/F					
	<b>Total</b>					

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Admin  
 Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_ F.M.  
 Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_ E.D.