



Republika e Kosovës \* Republika Kosova \* Republic of Kosovo

Komisioni i Pavarur për Miniera dhe Minerale  
Nezavisna Komisija za Rudnike i Minerale  
Independent Commission for Mines and Minerals



Prishtina, 24.05.2012

Pursuant to Treasury Financial Rules 01/2010-Financial Management and Control, pursuant to Treasury Guidelines and Financial Rules 02 - Expenditure of Public Money, and also pursuant to section 59 paragraph 1 and section 62 of the law no.03/L-163 in order to coordinate works of supplying goods and services from ICMM, the Board of the Independent Commission for Mines and Minerals in the meeting held on 13.07.2011 hereby issues this:

**ADMINISTRATIVE INSTRUCTION  
(ICMM no. 03/2012)**

**On Purchase, storage and distribution of goods and Services performed in ICMM**

**Section 1**  
**Purpose**

- 1.1 This instruction shall determine the financial rules related to the expenditure of public money by the ICMM. Another purpose is the more appropriate implementation of financial rules by which expenditure of monetary means would be more accurate.
- 1.2 Also, this instruction shall regulate and determine the manner of purchasing goods and services by the ICMM, receive and storage of goods in storage and distribution from storage.

**Section 2**  
**Initiating purchase of goods and services**

- 2.1 All initiations for the procurement of goods and services shall be made in writing – in a relevant Standard Form prescribed by the ICMM for initiation of procurement procedures for goods or services.
- 2.2 Initiator, of goods and services shall be obliged to submit the technical specification to the Procurement Department.
- 2.3 The Procurement Department after receiving the standard initiation form, with necessary signatures, and after Approval from Director, prove on the commitment of funds and technical specification, shall be obliged to immediately commence with the procurement procedures.
- 2.4 The Procurement Office shall be obliged to manage the procurement procedures according to the Law and the rules on public procurement.

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- 2.5 After completing procurement procedures and concluding the contract, the procurement shall submit one copy of such a contract to the Logistics (storage keeper), Office for budget and finance and as well to the Certifying Officer.
- 2.6 The report on receiving goods and services shall be prepared by the requesting unit, or project manager or receiving commission and storage keeper for the good that should go to the storage.
- 2.7 The report on receiving goods and services shall be sent to the procurement office.
- 2.8 The Procurement Office shall control and harmonize the invoice with the contract.
- 2.9 The communication between Economic Operator and ICMM shall be made only by the Procurement Office.

### Receiving in KFMIS

#### **Section 3**

#### **Duties and responsibilities of a receiving officer in KFMIS**

#### **Purchases with procurement and without procurement**

#### 3.1 For Purchases of goods and services **with procurement**

3.1.1 The receiving officer in KFMIS shall receive the report on receiving and inspection of goods or services, together with original invoice, contract and purchase order from the Procurement Office.

3.1.2 The receiving officer in KFMIS, after controlling and harmonizing the invoice with the report on receiving and inspection, shall receive the quantity in KFMIS.

3.1.3 The Receiving Officer in KFMIS, for invoices with values over 1000€, shall submit the purchase order for authorisation to the Chief Administrative Officer.

3.1.4 The Receiving Officer in KFMIS shall consult beforehand with the office for budget and finance, procurement or storage keeper for every uncertainty of receiving the quantity in KFMIS.

3.1.5 After receiving the quantity of goods or services in KFMIS, the Receiving Officer in KFMIS shall submit the completed documentation to the office for budget and finance.

3.1.6 The office for budget and finance shall do the further proceeding of payments according to the rules determined by Treasury in the Ministry of Finance

#### 3.2 For purchases of goods and services **without procurement**,

3.2.1 Some purchases do not require procurement because of their nature (see the Treasury Regulation 02 dated 31.03.2009, section 28 Expenditures Process that do not require procurement).

3.2.2 The Standard Appropriation and Expenditures Module in KFMIS shall be used for purchases without procurement, also Standard Appropriation Form of payments that do not require procurement (CPO – Commitment and Payment Order, Appropriation Module) by commitment officer.

3.2.3 It is the responsibility of authorizing officer on accuracy of data given in CPO.

3.2.4 Receiving invoice and preparation of subject for payment shall be done by the finance office.

3.2.5 The receiving officer shall control and shall harmonize the invoice with the documentation and other data of subject, shall sign it and shall return it completed to finance office for further proceedings.

3.2.6. It is the responsibility of the Chief Financial Officer to control that the invoice is not already paid (see Treasury Regulation 02 Section 31 Payment of Invoice).

#### **Section 4**

#### **Receiving, storage and distribution or delivery of good**

#### **Duties and responsibilities of a logistics officer (storage keeper)**

4.1 The storage keeper shall do the physical receiving of goods and shall take the responsibility for the received goods.

4.2 During the receiving of goods with special specifics, except the storage officer also the officer of requesting unit, or project manager or receiving commission shall be present,

4.3 The storage keeper shall prepare and shall sign the report on receiving and inspection of physical good, whereas the report on receiving and inspection of goods with special specifics shall be controlled and shall be signed also by requesting unit, project manager or receiving commission.

4.4 The storage keeper shall keep original delivery sheets, whereas copies of delivery sheets and the original report on receiving and inspection shall be sent to the Procurement Office.

4.5 The storage keeper shall keep hardcopy and electronic evidence on state and quantity of goods in storage, so it means receiving and distribution or delivery of good, and in case of replacement the hand over of storage shall be done through hand over procedures in writing.

4.6 The storage keeper shall do the distribution or delivery of good as it is foreseen in item 5.2 of this instruction

4.7 The storage keeper at the same time by distribution of goods which can be considered as capital and non capital asset for the ICMM **must** inform Asset Officer to undertake procedures under AI on Asset Management.

4.8 If storage keeper is absent, then the alternative employee replaces him who shall be appointed beforehand to replace the storage keeper.

4.9 The storage keeper shall prepare the report on storage state at least once a year, or more often by the management request.

#### **Section 5**

#### **The request to take the good from Storage**

5.1 The staff request for goods from storage, approved by the Head of Department and the Director shall be sent to the Transport and Logistic Division (storage keeper). The responsibility on justification of taken good shall be taken by the supervisor respectively by the Head of Department.

- 5.2 If goods are available in Storage, it is the responsibility of the Transport and Logistics Division (Storage keeper) to deliver the required goods to requesting unit as soon as possible.
- 5.3 The applicant shall submit the request for material to storage, the storage keeper shall give back to applicant a copy of request together with the required material.
- 5.4 It is responsibility of the Heads of Departments to keep evidence on requests submitted for material in storage and also copies of requests given back by the storage keeper.
- 5.5 When the standard goods' stock is reduced, the storage Officer, through Head of Administration shall inform the Procurement Department for the quantity of goods that need to be purchased. The Procurement Department shall make the purchase after approval of CAO.
- 5.6 If there are requests for goods that have not been foreseen in the preliminary supply contracts, then the Administration Department shall forward the initiation according to Section 2.1 of this AI.

### **Section 6**

#### **Transitional provisions**

By the entering this Instruction into force, the Administrative Instruction No. 2007/2 will be abolished.

This instruction shall enter into force 8 days after its publication in the Official Gazette of the Republic of Kosovo.



Ahmet Imaya  
Chairman of the Board  
Independent Commission for Mines and Minerals

