



NATIONAL YOUTH SERVICE



FINAL VERIFICATION OF HISTORICAL PENDING BILLS/CLAIMS.

This is to bring to the attention of the General Public that National Youth Service is undertaking a **Final Verification of the Historical Pending Bills/Claims as at 30th June, 2018**. In view of this, any claimants with outstanding **claims that had not been processed into payment vouchers** should avail supporting documentation listed below:-

DOCUMENTS REQUIRED.

1. Letter of offer, LPO/LSO or any other document/s showing that the National Youth Service requested for the goods/services.
2. Copies of delivery notes and invoices duly acknowledged by a responsible officer of NYS showing that goods/services were delivered to NYS
3. Copy of Certificate of Registration of the firm/vendor.

PLEASE NOTE

1. This is the Final verification of National Youth Service Historical Pending bills/ Claims dating back from 1st July, 2013 to 30th June 2018 Financial year and thereafter there will be **NO OTHER** verification.
2. All claimants **MUST** bring all documents to support the claims.
3. NYS will only consider for verification claims that were received by 28th February, 2020.
4. Claims being verified can be assessed at our website: www.nys.go.ke

The documentation should be submitted to 2nd Floor Board Room at the National Youth Service Headquarters by noon on the 15th June 2020.

For any further clarification please write to Chairman, NYS Pending Bills through email address: pendingbills@nys.go.ke

MATILDA P. SAKWA (Ms), EBS
DIRECTOR GENERAL/CEO