

# MINISTRY OF ECONOMY CIRCULAR

MINISTRY OF ECONOMY

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**ECONOMY CIRCULAR NO: 04/2021-2022**

**ECO: 11/65**

**From: Permanent Secretary for Economy**

**Date: 07 April 2022**

**To: As per Distribution**

**Subject: Requisition to Incur Expenditure (RIE) Applications**

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1. The purpose of this circular is to inform Ministries and Departments regarding the changes to the submission and processing of RIE applications.
2. The Ministry of Economy is currently trying to simplify and standardise various processes and procedures within the Ministry with the aim to achieve operational efficiency.
3. In this regard, we are now streamlining the RIE submission and processes which will reduce the number of RIEs that are submitted for a particular project/programme.
4. Ministries and Departments are now advised to submit RIE Applications to the Ministry of Economy on a Quarterly basis along with realistic quarterly forecasts which also needs to be reflected in the work programme. This will apply for those project(s)/programme(s) that are under "R" but requires monthly payments to contractor(s)/consultant(s) or other vendors. For larger amounts (more than million dollars), please continue as normal and submit RIE's as and when required.
5. The advance release of funds means that Ministries and Departments will be required to provide full acquittals (including copies of invoices/payment vouchers, contract, etc.) to Ministry of Economy upon making payment and before the next release of funds.
6. The respective Permanent Secretaries and Accounting Heads will be held liable for the accountability and management of funds released in advance and ensure it is utilised for its intended purpose in which the previous request was made for. Moreover, the respective Permanent Secretaries will be liable for any breaches in relation to procurement processes, legislations/regulation or accounting irregularities/errors in calculations.

7. As such, the Requisition to Incur Expenditure (RIE) Checklist has been revised in order to guide agencies on the preparation of RIEs. The revised RIE Checklist is attached for your information.
8. The RIE Checklist has been developed to assist agencies comply with the financial regulations before submitting RIE applications to the Ministry of Economy. The revised checklist can also be downloaded from the Ministry's website.
9. Should you have any further queries, please do not hesitate to contact your desk officer at the Budget and Planning Division.

Thank you.



**Shiri Gounder**  
**Permanent Secretary for Economy**

*As per distribution:*

Official Secretary, Office of the President  
Permanent Secretary, Office of the Prime Minister  
Acting Solicitor General, Office of the Attorney General  
Permanent Secretary, iTaukei Affairs  
Permanent Secretary, Defence, National Security and Policing  
Permanent Secretary, Employment, Productivity & Industrial Relations  
Permanent Secretary, Foreign Affairs  
Acting Auditor General, Office of the Auditor General  
Supervisor of Elections, Fijian Election Office  
Secretary General, Parliament  
Permanent Secretary, Justice  
Commissioner, Fiji Corrections Service  
Acting Permanent Secretary, Communication  
Permanent Secretary, Civil Service  
Permanent Secretary, Disaster Management, Rural and Maritime Development  
Commander, Republic of Fiji Military Force  
Commissioner, Fiji Police Force  
Permanent Secretary, Education, Heritage and Arts  
Permanent Secretary, Health and Medical Services  
Permanent Secretary, Housing and Community Development  
Permanent Secretary, Women, Children and Poverty Alleviation  
Permanent Secretary, Youths and Sports  
Permanent Secretary, Agriculture  
Permanent Secretary, Fisheries  
Permanent Secretary, Forests  
Permanent Secretary, Lands and Mineral Resources  
Permanent Secretary, Commerce, Trade, Tourism and Transport  
Permanent Secretary, Sugar  
Permanent Secretary, Local Government  
Permanent Secretary, Infrastructure and Metrological Services  
Permanent Secretary, Waterways and Environment  
Chief Registrar  
Director, Public Prosecutions

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## CHECKLIST FOR REQUISITION TO INCUR EXPENDITURE (RIE)

MINISTRY: \_\_\_\_\_ HEAD: \_\_\_\_\_ ALLOCATION: \_\_\_\_\_

PROJECT/PROGRAMME: \_\_\_\_\_

Please tick the appropriate box  where applicable:

		SEG 3 - 7	SEG 8	SEG 9	SEG 10
<b>1</b>	<b>Information required on the RIE application (All SEGs)</b>	<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>
1.1	Is the correct expenditure allocation and annual provision reflected?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
1.2	Is there any additional provision or redeployment affected during the year?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
1.3	Is the correct available balance reflected?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
1.4	Is the section on details of expenditure clearly and sufficiently states the reason for the RIE?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
1.5	Is the RIE signed by the authorized signatories? <ul style="list-style-type: none"> <li>• Accountant or Requisition Officer</li> <li>• Head of Department/CSAs Board Director</li> <li>• Permanent Secretary or Acting Permanent Secretary</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b>2</b>	<b>Documentations required to support the RIE application</b>	<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>
2.1	Covering Memo/Letter signed by PS/CEO (All SEGs)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2.2	Breakdown of expenditure (All SEGs)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2.3	Three (3) quotations (All SEGs)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2.4	Certified Acquittals (All SEGs)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2.5	Original/Certified Invoice (All SEGs)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2.6	Audited Financial Statement/Bank Statement/Term Deposit Details if any (SEG 6 and 10)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2.7	Monthly and Quarterly Cash Flow (All SEGs)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2.8	Payment Certificate (SEG 8 – 10)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2.9	General Ledger Report (All SEGs)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

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		Yes / No	Yes / No	Yes / No	Yes / No
2.10	GTB Approval for items costing > \$50,001 (VIP) (All SEGs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.11	Signed Contract Agreement (All SEGs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.12	Board Approval for Capital Purchase/Construction (SEG 6 and 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.13	ITC Approval for purchase of IT related equipment (All SEGs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.14	Prime Minister's Approval for purchase of security related equipment (All SEGs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.15	Ministry of Economy (GFMU) approval for vehicle purchase (SEG 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.16	Ministry of Economy (CIU) endorsement for construction related projects (SEG 8 – 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.17	Cabinet Decision if any (All SEGs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.18	Board of Survey Report for Replacement Purchase (All SEGs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.19	Approval for Project Staff (SEG 7 – 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.20	Project profile (SEG 6 and 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.21	QPPR/Progress Report (All SEGs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.22	Work Programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.23	Copy of MOU/MOA between Ministry and the Donor (SEG 7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.24	Copy of RBF Advise Slip for funds remitted from abroad (SEG 7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.25	Copy of MOE Revenue Receipt and Cheque (SEG 7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.26	Electronic copy of the RIE submission be submitted to Ministry of Economy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**I, the Accountant/Requisition Officer of the Ministry/Department wish to notify the Ministry of Economy that this Requisition to Incur Expenditure (RIE) has met all the requirements of the checklist that is applicable to this submission.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_