

PD-ARG-568  
83855

**GUATEMALA TRIP REPORT #3-B**

August 27 - September 6, 1990

Marcia Monterroso  
MotherCare

Report Prepared for  
The Agency for International Development  
Contract # DPE-5966-Z-00-8083-00  
Project # 936-5966

## **TABLE OF CONTENTS**

- I. EXECUTIVE SUMMARY**
  
- II. BACKGROUND AND PURPOSE OF VISIT**
  
- III. ACTIVITIES**
  - A. INCAP's Financial and Administrative Systems
  - B. Assessment of INCAP's Financial Capability
  - C. Financial/Administrative Procedures Agreed Upon for Quetzaltenango Project
  
- IV. SUMMARY OF FOLLOW-UP REQUIRED**
  - A. INCAP
  - B. MotherCare

## ACRONYMS

AID	-	Agency for International Development
JSI	-	John Snow, Incorporated
PAHO	-	Pan American Health Organization
PI	-	Principal Investigator
ROCAP	-	AID Regional Office for Central American Programs
TBA	-	Traditional Birth Attendant

## I. EXECUTIVE SUMMARY

Marcia Monterroso, MotherCare Program Associate, travelled to Guatemala, August 27-September 6, 1990 to assess the administrative and financial systems established by the Instituto de Nutricion de Centro America y Panama for the Quetzaltenango Maternal and Neonatal Health Project. In addition, Ms. Monterroso briefed INCAP personnel on MotherCare's accounting and reporting requirements and assisted in the development of an evaluation plan for the project.

The INCAP administrative and financial systems were found to be sophisticated, well-controlled and capable of meeting JSI/MotherCare's reporting requirements. Project funds are first allocated by line item and then "obligated" based on anticipated expenditures over the next quarter. All requests for project monies are reviewed and checked for availability of funds by multiple parties. A computerized general ledger system processes all accounting for receipts and disbursements. Supporting documentation is filed and catalogued regularly. Manual registers are kept on file for ten years.

Reporting procedures, responsibilities, and format were discussed and agreed upon during Ms. Monterroso's visit. Quetzaltenango Project documentation will be kept by either Ms. Soledad Leal from Finance, or Dr. Schieber, the project's Principal Investigator. Quarterly financial reports will be prepared by Ms. Leal, who has worked in the INCAP Finance Section for 13 years and is very familiar with AID/ROCAP funded project requirements. Once hired, an administrative clerk will maintain project files and assist Ms. Leal in the preparation of the financial reports to ensure their timeliness. Expense totals will be provided in both US dollars and Quetzales. Exchange rates will be noted according to date. Itemizations of petty cash transactions will be provided as well. Prior to initial reimbursement, INCAP will submit required documentation to MotherCare.

## II. BACKGROUND AND PURPOSE OF VISIT

In July 1990, the MotherCare Project and the Instituto de Nutricion de Central America and Panama (INCAP) signed a contract for the implementation of the Quetzaltenango Maternal and Neonatal Health Project. The project is a three year operations research study in four highland districts of the department of Quetzaltenango where a modified approach to TBA training and improved maternal and neonatal screening and referral services will be tested and compared with results in similar control areas.

The project's original evaluation plan called for a pre/post intervention survey. More recently however, a vital events surveillance system was proposed both as an impact measurement and project monitoring tool. As a result, a consultancy was arranged for Dr. Nils Daulaire, JSI/INTERCEPT Senior Researcher, to travel to Guatemala to determine the feasibility of such a system in Quetzaltenango.

During this trip, Dr. Daulaire was to review the planned intervention, make an assessment with the project investigators as to how best to measure mortality

impact, and to assist in developing the tools and the mechanisms which could be used by the project for this purpose.

Ms. Marcia Monterroso, MotherCare Program Associate, accompanied Dr. Daulaire during this trip in order to 1) assist him in the development of the evaluation plan for the project; 2) ensure that appropriate administrative and financial systems had been established by INCAP for the project; and, 3) orient INCAP personnel on MotherCare's accounting and reporting requirements.

The majority of the following report focuses on the latter two of Ms. Monterroso's responsibilities. Readers are referred to Guatemala Trip Report #3 for a complete description of Dr. Daulaire's activities during the trip as well as his recommendations regarding the implementation of a vital events surveillance system for the Quetzaltenango Project.

### III. ACTIVITIES

Ms. Monterroso and Dr. Daulaire, arrived in Guatemala City on August 27, 1990. The following day was spent in briefings at INCAP with the Quetzaltenango Maternal and Neonatal Health and Nutrition Project key staff, namely Dr. Barbara Schieber, Dr. Alfred Bartlett and Dr. Jorge Hermida. Discussions involved updating the consultants on the project, reviewing the basic structure and requirements of a vital events registration system, and determining the practicability of such a system for the Quetzaltenango project.

The second day involved travelling to the project site at Quetzaltenango where visits were made to the four project districts to observe the physical distribution, density and social environment of the population to be monitored. The following two days were spent in the Quetzaltenango project office where Ms. Monterroso reviewed the contractual requirements with Dr. Schieber and prepared a summary of key financial provisions for the project's reference.

Ms. Monterroso spent most of September 3rd - 6th meeting individually with INCAP administrative and financial personnel, including:

Lic. Danilo Mejia, Director, Administrative Analysis Section  
Lic. Ramon Mendoza, Finance Official  
Lic. Arturo Palmieri, Administrator, Division of Nutrition and Health  
Lic. Amelio Belteton, General Services  
Ms. Soledad Leal, Finance Section  
Ms. Claudia Garcia, Budget Section  
Ms. Loretta de Romero, Secretary, Division of Nutrition and Health

During these meetings, INCAP personnel described the organization's administrative and financial systems including the flow of receivables and payables. In addition, the accounting and financial reporting requirements of JSI/MotherCare were reviewed and discussed as to how they can best be met given INCAP's current systems. Ms. Monterroso left a summary of her discussions regarding the maintenance of project files and the preparation of

financial reports with Dr. Schieber and key administrative personnel. (An updated version of the summary has been incorporated into this report).

Ms. Monterroso assisted Drs. Schieber and Daulaire in the development and preparation of a detailed budget and workplan for the vital events surveillance system on September 5th. In addition, a de-briefing was held with Ms. Jayne Lyons, AID/Guatemala Health and Nutrition Officer, and Ms. Sandy Callier, ROCAP Health and Nutrition Advisor on that afternoon.

September 6th was spent meeting with Dr. Schieber, Lic. Palmieri and Ms. Leal in order to clarify some administrative issues and to review the reporting responsibilities, format and procedures agreed upon during Ms. Monterroso's visit.

#### **A. INCAP's Financial and Administrative Systems**

All USAID and ROCAP funds designated for use by INCAP are deposited in a single RIGGS Bank account, approved by PAHO, in Washington, D.C. PAHO headquarters then receives and records these reimbursements and forwards them to INCAP through an Inter-Office Voucher. A specific account for the management of these funds is then opened in the INCAP general ledger system.

The Budget Section then assigns an allotment number ("partida presupuestaria") to the account according to the funding source, the division, the year, etc. Line items are also numbered for reference purposes (Appendix II, No. 1). A project's budget is used as the basis for the allocation of funds. Funds are allocated according to line items by calendar years and project years. (INCAP's current project accounting system is not able to track cumulative financial activity beyond the current financial year. However, a new system with greater capacity is to be installed within the next year).

Once funds have been allocated, the project's Principal Investigator will, in conjunction with the division's Administrative Officer, obligate a certain portion of each line item based on anticipated expenditures over the next quarter. The Budget Section then assigns an obligation number to each specific type of anticipated expenditure. (Each time a new type of expense is anticipated for a particular line item, an obligation number must be assigned prior to the processing of the request for funds). The process of obligation is what makes allocated funds liquid.

The procedure for disbursing project funds begins with a request for monies ("solicitud"). Each request includes a description of the anticipated expense, the allotment number, the obligation number, and at least three signatures: the project PI (or a designated substitute), the division's Administrative Officer and the head of the division. Each different type of expense (e.g. phone calls, use of audio-visual equipment, travel expenses) has a separate request form (Appendix II, No. 2).

The Administrative Officer of Nutrition and Health prepares a monthly allotment summary which indicates, by line item, the total amount allocated, obligated, unobligated (allocated minus obligated), expended and unliquidated

(obligated minus expended). (Appendix II, No. 3) (Funds which are "unliquidated", and not anticipated to be spent for the purpose for which they were originally obligated, may be re-allocated to a different line item.)

By referring to the summary, the project PI can assess the amount of funds available for spending for each line item. Both the PI and the Administrative Officer act as "checkpoints" to ensure that sufficient funds have been obligated prior to a request reaching the Budget Section. Those requests for funds which are unavailable are returned to the requesting party for resolution.

Once signed, a request for funds is forwarded to the Budget Section to be processed as an obligation request. If the Budget Section successfully obligates the request, it is forwarded to either General Services if goods or services need to be procured, Personnel if a contract needs to be written, or directly to Finance. If the request is forwarded to General Services, three bids are obtained, a vendor chosen and the order placed. Once the goods are received, a purchase order is completed with an itemization of the goods and their costs. The purchase order is then forwarded to Accounting for payment along with the original invoice and purchase request. (Approximately 50% of the purchase requests are processed using either petty cash or a credit card instead of a purchase order. In all cases however, some form of a receipt is necessary prior to payment).

Once the request reaches Finance, a voucher is prepared. Each voucher contains two identification numbers: the "voucher number" which indicates the type of payment used (Appendix II, No. 4), and the "document number" which identifies the voucher itself.

Once the voucher is prepared, the check can be printed, signed and distributed. A copy of the check is filed with all supporting documentation (receipts, purchase orders, vouchers etc.) in a separate project notebook. A detailed list of the contents of each notebook is updated every few days (Appendix II, No. 5). The rate of exchange used is also noted. An ongoing list of exchange rates is maintained in the computer and the most recent rates are noted on a chalkboard located in Finance.

After the check is distributed, the detailed transactions pertaining to the liquidation are entered into the general ledger system. The general ledger system processes all accounting for receipts and disbursements by general ledger account, account title, account period, and debits and credits in both local and US currency. Additional information provided in the ledger includes the date the check was cut, the check number, the voucher number, the document number, the obligation number, the rate of exchange used, the person responsible for the project and a brief description of the expense. Monthly "closures" are performed in order to validate and reconcile account activity to the historical file. An account status report is generated each month to show the transactions and US dollars and Quetzales balances for each account.

The obligation number entered on each expenditure transaction ties the obligation and allotment systems to the general ledger system. Each time the

general ledger system is updated, the obligation and allotment systems are also updated.

Petty cash is usually maintained by the PI. An initial request is made for a certain sum of money to be set aside for petty cash transactions. As transactions are made, receipts are recorded and summarized on a petty cash reimbursement request form (see example). Once approved by the PI and Administrative Officer, these forms are submitted to Finance. Finance then processes the request, and petty cash is reimbursed. Each time petty cash is reimbursed, a new number is assigned to that "petty cash box". All petty cash documentation (receipts, requests for reimbursement, etc.) is filed in a notebook containing a detailed list of contents (Appendix II, No. 6).

#### **B. Assessment of INCAP's Financial Capability**

The administrative and financial systems of INCAP were found to be quite sophisticated, well-controlled and capable of meeting the JSI/MotherCare reporting requirements. The following characteristics were observed and contributed to the financial capability assessment:

- INCAP Administration consists of centralized sections: Budget, Personnel, Finance, General Services, Maintenance and Computers;
- A cash basis of accounting is used;
- A cash disbursement/vouchering system is utilized, requiring review and authorization of all requests;
- Budgets are consulted before each project procurement is authorized;
- Financial documentation is filed according to project;
- Manual registers of financial activity are maintained for ten years;
- A personnel action form is completed for each employee with current salary distribution and payroll information including: medical and retirement deductions, income tax deductions, indemnifications, advances and payment method (cash, check, or direct credit to bank account);
- INCAP has managed several projects funded by AID and ROCAP, and is familiar with their reporting requirements; and
- INCAP is thoroughly familiar with auditing procedures, having been audited numerous times before.



**C. Financial/Administrative Procedures Agreed Upon for Quetzaltenango Project**

**1. Financial Provisions**

- Dr. Schieber will submit a cash flow projection for the life of the project (by quarters) prior to the first reimbursement;
- INCAP will use the market exchange rate as required by AID/ROCAP; Note: INCAP currently exchanges money approximately every two weeks and continues to apply the rate used on the day of exchange until that sum of money has been completely expended;
- INCAP will provide MotherCare with documentation for the rate for indirect costs reimbursement for the current year as soon as it is made available by AID; and
- INCAP will provide MotherCare with written justification for the agreed upon cost to use INCAP vehicles.

Note: INCAP's procurement procedures will be reviewed and compared with AID requirements during Patricia Taylor's upcoming consultancy.

**2. Documentation**

The following documentation will be maintained in the project files:

- Receipts/vouchers are to be organized chronologically along with copies of checks and notation of the rate of exchange used; Ms. Leal (Finance Section) will keep all receipts and vouchers;
- An overseas property log is to be kept by Dr. Schieber for all non-expendable equipment over \$500.00;
- A time and attendance register for all employees and local consultants paid by the subcontract will be maintained by Dr. Schieber using the sample provided in the contract; Note: there are no persons on the Quetzaltenango project payroll who are working on another project;
- A salary and benefits register will be kept by Dr. Schieber according to the sample provided in the contract; Information contained in the register should be in agreement with that provided in the personnel action forms ("planillas") prepared by Personnel; and
- Three written quotations with appropriate justification for each item of non-expendable equipment or more will be kept by Dr. Schieber. Quotations and justification for non-expendable equipment with a value of US \$500.00 or more will be submitted to the JSI/MotherCare Project Director.

### 3. Preparation of Financial Reports

Ms. Leal will prepare the reports on a quarterly basis with the assistance of the yet-to-be hired administrative clerk. (Ms. Leal has been working in the INCAP Finance Section for thirteen years and is very familiar with AID/ROCAP funded projects). She will prepare the Invoice according to the sample provided in the contract. She will prepare the Detailed Expense Record (DER) by indicating line items according to the number used in the INCAP system. Two columns will be created for each line item (one for Quetzales, one for Dollars). The rate of exchange will be noted at the bottom of the expense record according to the date. (The date indicated will be the date the check/voucher was signed). The "document number" as indicated in the general ledger system will be provided as a reference number.

Petty cash transactions will be listed according to petty cash reimbursement requests and grouped under relevant line items (# 490 and # 550). A copy of all petty cash reimbursement requests from the current reporting period will be provided with each DER. The reference document number to be used for petty cash transactions is the petty cash box number. The date to be provided on the DER is the date the reimbursement was processed and that which is noted on the ledger. (The ledger also provides the date of the reimbursement request). (Appendix II, No. 7).

An administrative clerk will be hired to maintain project documentation and to assist Ms. Leal with the preparation of the financial reports.

All financial reports will require certification by the division's Administrative Officer and INCAP's Financial Officer. Dr. Schieber will be responsible for signing and sending the quarterly financial reports to MotherCare.

## IV. SUMMARY OF FOLLOW-UP REQUIRED

### A. INCAP

Prepare and submit:

- cash flow projection for the life of the project by quarters;
- documentation of most recent AID-approved overhead rate;
- justification for price of using vehicles; and
- cost analyses/written justification for purchasing a computer and video camera. (A request to amend the subcontract as well as a request for approval are needed for the video camera.)

Hire and orient project administrative clerk.

## **B. MotherCare**

Complete the internal review and approval of the vital events surveillance system.

Follow through on upcoming consultancy for Patricia Taylor to work with INCAP on project monitoring and information systems.

**APPENDIX I**  
**SCOPE OF WORK**

**MARCIA MONTERROSO  
SCOPE OF WORK**

**QUETZALTENANGO MATERNAL AND NEONATAL HEALTH PROJECT**

**AUGUST 27 - SEPTEMBER 6, 1990**

**I. OVERVIEW**

Ms. Monterroso will provide assistance to Dr. Daulaire in the development of an impact evaluation plan for the Quetzaltenango Maternal and Neonatal Health Project. In addition, she will ensure that appropriate administrative and financial systems have been established by INCAP for the project and, provide orientation to key project personnel on MotherCare's accounting and financial reporting requirements.

**II. SPECIFIC ACTIVITIES**

- Accompany Dr. Daulaire on his visits to the Quetzaltenango project area and in discussions with INCAP personnel to provide assistance where needed.
- Review and assess the financial and administrative systems established by INCAP for the project.
- Brief key project personnel on MotherCare accounting and financial reporting requirements.

**III. PRODUCTS**

- A trip report which will include an analysis of the administrative and financial systems established by INCAP for the Quetzaltenango project and commentary on the briefing of key project personnel. A draft of the report will be submitted within ten working days after returning to the U.S., (no later than September 20, 1990.)

## **APPENDIX II**

### **INCAP FINANCIAL/ADMINISTRATIVE FORMS**

1. List of Line Item Codes
2. Sample Request Forms
3. Allotment Summaries
4. Voucher Classification List
5. List of Checks
6. List of Petty Cash Transactions
7. Sample Ledger

No. 1  
CLASIFICACION DE ELEMENTOS PRESUPUESTARIOS

CODIGO	DESCRIPCION
030	Puestos de nombramientos y sus horas extras.
040	Consultores a Corto Plazo y Asesores Temporeros.
330	Gastos de Viaje por Misión del Personal que incluye Pasaje, Viáticos y Gastos Conexos.
390	Servicios Contractuales. Incluye Contratos Personales y Contratos no Personales; en el caso de Contratos Personales, se refiere a un Trabajo o Servicio que no Requiere el cumplimiento del Horario de INCAF.
399	Personal Bajo Condiciones Locales. En el caso de los Contratos de Servicios Personales, estos solo pueden tener una Duración Máxima de 11 meses.
490	Gastos Generales de Operación (correo, cables, telex, fax, teléfono), Alquiler de Locales; Alquiler y Mantenimiento de Mobiliario y Equipo, Combustibles, Alquiler y Mantenimiento de Vehículos, Fotocopiado.
490-0	Gastos Generales de Operación del Proyecto (Correo, cables, telex, fax, teléfono); Alquiler de Locales, Alquiler y Mantenimiento de Mobiliario y Equipo.
490-1	Obtención de Servicios del Centro de Costos nde Transportes (Combustibles, Alquiler y Mantenimiento de Vehículos).
490-6	Obtención de Servicios del Centro de Audiovisuales.
490-7	Obtención de Servicios del Centro de Fotocopias (Fotocopiado)
550	Suministros y Materiales de Oficina. Libros. Suscripciones y Suministros de Biblioteca. Suministros para Procesamiento de Datos. Fletes. Seguros y Gastos de Aduana incluidos en las Adquisiciones Anteriores.
600	Mobiliario y Equipo. Maquinas de Escribir y Calculadoras; Equipo de Cómputo, Equipo de Impresión, Reproducción y Distribución de Documentos, Equipo de Sonido y Proyección; Equipo de Laboratorio; Equipo de Mantenimiento.
710	Construcción de Edificios, Locales y Ampliaciones.
810	Becas. Estipendios; Boletos; Matrícula; libros (los gastos de Preparación de Tesis se cargan al Costo de la Matrícula); Gastos de Investigación.
820	Cursos, Seminarios y Talleres. Viáticos; Boletos; Suministros; Impresos; Gastos de Inscripción; Estipendio de Participantes. Capacitación del Personal del INCAF.
830	Subvenciones.
920	Costo de Anoyo a Programas. (Servicios Comunes).

Translation:

Classification of INCAP Budgetary Elements (Line Items)

<u>CODE</u>	<u>Description</u>
030	Temporary assistance (usually clerical) and overtime
040	Short term consultants (under 11 months and from out of country) and temporary advisors (includes their travel, per diem etc.)
230	Travel expenses, including tickets, per diem and related expenses (for INCAP staff only)
390	Contractual services, including personnel and non-personnel contracts. (Personnel contracts refer to work or services which do not require INCAP supervision - are not performed on INCAP premises unless necessary, and relate to a particular product versus ongoing work)
399	Local contracts which have a maximum duration of 11 months
490	General operating expenses (mail, cables, telex, fax, telephone, space rental, rental and maintenance of vehicles, furniture, and equipment, fuel, and photocopies)
490-0	General Operating Expenses of the Project (mail, cables, telex, fax, telephone). Also, space rental, maintenance and rental of furniture and equipment.
490-1	Obtainment of Services of Center of Transportation and Costs (fuel, vehicle rental and maintenance)
490-6	Obtainment of services from audio-visual center
490-7	Obtainment of services from photocopy center
550	Materials and supplies, books, subscriptions and library supplies, supplies for data processing, freight, insurance and customs expenses included in above acquisitions
600	Office furniture and equipment. Typewriters and calculators, computing equipment, printing and reproduction equipment, sound and projection equipment, laboratory equipment and maintenance equipment
710	Building and facility construction including additions
810	Fellowships, stipends, airfare tickets, registration costs, books (the expenses for preparation of a thesis are charged to the registration costs). Related research costs



820 Courses, Seminars and Workshops. Per diem, tickets, supplies,  
printed matter, registration. Training of  
INCAP personnel

830 Grants

920 Overhead



INSTITUTO DE NUTRICION DE CENTRO AMERICA Y PANAMA

PAGO DE HORAS EXTRAS

FECHA \_\_\_\_\_

No. DE SOLICITUD \_\_\_\_\_ (OBLIGATORIO)

OBLIGACION O CUENTA

PARTIDA  
(la coloca automaticamente el sistema)

\_\_\_\_\_

No. DE FUNCIONARIO \_\_\_\_\_

NOMBRE \_\_\_\_\_

MES	DIA	HORA		DESCRIPCION	HORAS EXTRAS	
		DE	A		HABIL	NO HABIL

TOTAL HORAS	
TOTAL COSTO	

\_\_\_\_\_  
(F) RESPONSABLE DEL PROYECTO

\_\_\_\_\_  
(F) ASISTENTE ADMINISTRATIVO

\_\_\_\_\_  
(F) JEFE DIVISION

16

INSTITUTO DE NUTRICION DE CENTRO AMERICA Y PANAMA  
SOLICITUD DE VEHICULO

FECHA: \_\_\_\_\_

No. DE SOLICITUD: \_\_\_\_\_ (OBLIGATORIO)

MONTO	APB, OBLIGACION O CUENTA	PARTIDA
_____	_____	_____
_____	_____	_____
_____	_____	_____

(ESPECIFICANDO MONEDA)

DESCRIPCION DEL GASTO: \_\_\_\_\_  
(NO MAS DE 50 CARACTERES POR LINEA)  
\_\_\_\_\_  
\_\_\_\_\_

DESTINO: \_\_\_\_\_

TIENE AUTORIZACION DE VIAJE: SI  NO

SALIDA: FECHA \_\_\_\_\_ HORA \_\_\_\_\_

NECESITA CHOFER: SI  NO

REGRESO: FECHA \_\_\_\_\_ HORA \_\_\_\_\_

CONDUCTOR: \_\_\_\_\_

NO. DE FUNCIONARIO: \_\_\_\_\_

CUANTOS PASAJEROS VIAJARAN:

ITINERARIO

FECHA	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(F) RESPONSABLE DEL PROTECCO

(F) ASISTENTE ADMINISTRATIVO

(F) JEFE DIVISION

INSTITUTO DE NUTRICION DE CENTRO AMERICA Y PANAMA  
SOLICITUD Y RECEPCION DE LLAMADAS TELEFONICAS INTERNACIONALES

A CUENTA DE:  INCAP  OPS  OPS  PERSONAL DÍGOS: \_\_\_\_\_

FECHA: \_\_\_\_\_ No. DE SOLICITUD: \_\_\_\_\_ (OBLIGATORIO)

MONTO	APB, OBLIGACION O CUENTA	PARTIDA
_____	_____	_____
_____	_____	_____
_____	_____	_____

(ESPECIFICANDO MONEDA)

DESCRIPCION DEL GASTO: \_\_\_\_\_  
(NO MAS DE 50  
CARACTERES  
POR LINEA)  
\_\_\_\_\_  
\_\_\_\_\_

ORIGINADA EN EL INCAP  ATENDIDA EN INCAP

FUNCIONARIO QUE HACE O ATIENDE LA LLAMADA: \_\_\_\_\_  
PERSONA A QUIEN SE LLAMA O QUE LLAMA: \_\_\_\_\_ LUGAR: \_\_\_\_\_

RESUMEN DE LA CONVERSACION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONCLUSIONES/COMENTARIOS: \_\_\_\_\_  
\_\_\_\_\_

PARA USO DE RECEPCION  
TIEMPO \_\_\_\_\_ NO. TELEFONO AL QUE SE  
COSTO ESTIMADO \_\_\_\_\_ LLAMA O EXTENSION QUE  
RECIBIO LA LLAMADA \_\_\_\_\_ PAIS \_\_\_\_\_

(f) Funcionario que  
hace o atendio la  
llamada

(f) RESPONSABLE DEL PROYECTO

(f) ASISTENTE ADMINISTRATIVO

(f) JEFE DIVISION

INSTITUTO DE NUTRICION DE CENTRO AMERICA Y PANAMA  
SERVICIO DE COURIER

FECHA: \_\_\_\_\_

No. DE SOLICITUD: \_\_\_\_\_ (OBLIGATORIO)

MONTO	APB, OBLIGACION O CUENTA	PARTIDA
_____	_____	_____
_____	_____	_____
_____	_____	_____

(ESPECIFICANDO MONEDA)

DESCRIPCION DEL GASTO: \_\_\_\_\_  
(NO MAS DE 50  
CARACTERES  
POR LINEA)  
\_\_\_\_\_  
\_\_\_\_\_

PAQUETE POSTAL ORDINARIO

PAQUETE POSTAL CERTIFICADO

COURIER

NOMBRE REMITENTE: \_\_\_\_\_

NOMBRE Y DIRECCION DESTINATARIO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(F) RESPONSABLE DEL PROYECTO

\_\_\_\_\_  
(F) ASISTENTE ADMINISTRATIVO

\_\_\_\_\_  
(F) JEFE DIVISION

11

Instituto de Nutricion de Centro America y Panama  
Partidas Presupuestarias por Fondo y Clase de Gasto al 90/08/31

Partida 4M-INC-NUT-210/PN  
SALUD MATERNA Y NEONATAL DE QUETZALTENANGO Y ESTU-  
DIO DEL USO DE OXITOXIN  
Responsable: DRA. BARBARA SCHIEBER  
Financiado Por: JOHN SNOW  
Inicia: 90/08/01  
Finaliza: 93/05/31

Fuente	%	Cargo Funcionario	Periodo	Asignado	Obligado	Gastado	Por Liquidar	A-O Saldo
030		PUESTOS DE NOMBRAMIENTO Y SUS HORAS EXTRAS	90-90	8,815.00	1,000.00	.00	1,000.00	7,815.00 NS
Total este Elemento:				8,815.00	1,000.00	.00	1,000.00	7,815.00
040		CONSULTORES A CORTO PLAZO Y ASESORES TEMPOREROS	90-90	1,500.00	1,500.00	.00	1,500.00	.00 NS
Total este Elemento:				1,500.00	1,500.00	.00	1,500.00	.00
230		GASTOS DE VIAJE POR MISION DEL PERSONAL	90-90	5,000.00	5,000.00	.00	5,000.00	.00 NS
Total este Elemento:				5,000.00	5,000.00	.00	5,000.00	.00
390		SERVICIOS CONTRACTUALES	90-90	1,000.00	344.00	.00	344.00	656.00 NS
Total este Elemento:				1,000.00	344.00	.00	344.00	656.00
399		PERSONAL BAJO CONDICIONES LOCALES	90-90	33,685.00	5,213.00	1,691.65	3,521.35	28,472.00 NS
Total este Elemento:				33,685.00	5,213.00	1,691.65	3,521.35	28,472.00
490		GASTOS GENERALES DE OPERACION	90-90	10,600.00	10,600.00	709.73	9,890.27	.00 NS
Total este Elemento:				10,600.00	10,600.00	709.73	9,890.27	.00
550		SUMINISTROS Y MATERIALES DE OFICINA	90-90	1,800.00	1,800.00	148.10	1,651.90	.00 NS
Total este Elemento:				1,800.00	1,800.00	148.10	1,651.90	.00
600		MOBILIARIO Y EQUIPO						

Instituto de Nutricion de Centro America y Panama  
Partidas Presupuestarias por Fondo y Clase de Gasto al 90/08/31

Partida AM-INC-NUT-210/PN  
SALUD MATERNA Y NEONATAL DE QUETZALTENANGO Y ESTU-  
DIO DEL USO DE OXITOXIN  
Responsable: SRA. BARBARA SCHIEBER  
Financiado Por: JOHN SNOW  
Inicia: 90/08/01  
Finaliza: 93/05/31

Puesto	%	Cargo Funcionario	Periodo	Asignado	Obligado	Gastado	Por Liquidar	Saldo
			90-90	10,000.00	10,000.00	.00	10,000.00	.00 NS
Total este Elemento:				10,000.00	10,000.00	.00	10,000.00	.00
920		CGSTO DE APOYO A PROGRAMAS	90-90	21,720.00	21,720.00	.00	21,720.00	.00 NS
Total este Elemento:				21,720.00	21,720.00	.00	21,720.00	.00
Total esta Partida:				94,120.00	57,177.00	2,549.48	54,627.52	36,943.00



FRI, MAY 11, 1990, 9:38 AM

## INSTITUTO DE NUTRICION DE CENTRO AM

## LISTADO DE NUMEROS DE VOUCHERS

## CLAVE-VOUCHER LEYENDA

-----

IN-01	. CHEQUES DE QUETZALES EMITIDOS POR MATERIALES Y SERVICIOS
IN-02	. CHEQUES DE US\$ RIGGS EMITIDOS POR MATERIALES Y SERVICIOS
IN-03	. CHEQUES DE US\$ BAM EMITIDOS POR VIATICOS DE VIAJES OFICIALES
IN-05	. DISTRIBUCION GASTOS CAJA CHICA SUMINISTROS ESTE PERIODO
IN-07	. LIQUIDACION DE VIATICOS EN VIAJES OFICIALES
IN-08	. TRANSACCIONES HECHAS POR OFICINA CENTRAL CON INCAP (IOV'S)
IN-09	. DISTRIBUCION DE SUMINISTROS DE BODEGA ESTE PERIODO
IN-10	. ENTRADAS BODEGA SUMINISTROS ESTE PERIODO
IN-11	. DIFERENCIAS DE PRECIOS/VALUACION INVENTARIO COMPRAS DEL MES
IN-12	. PLANILLA DE NOMBRAMIENTOS (SUB-PROFESIONALES) ESTE PERIODO
IN-13	. PLANILLA DE NOMBRAMIENTOS (PROFESIONALES) ESTE PERIODO
IN-14	. PLANILLAS DE CONTRATOS PAGADOS EN QUETZALES ESTE PERIODO
IN-15	. PLANILLA DE CONTRATOS PAGADOS EN US\$ ESTE PERIODO
IN-16	. PLANILLA DE BECARIOS PAGADOS EN QUETZALES ESTE PERIODO
IN-17	. PLANILLA DE BECARIOS PAGADOS EN US\$ ESTE PERIODO
IN-18	. DISTRIBUCION CTO SERVICIO DE TELEX PERIODO INDICADO ABAJO
IN-19	. DISTRIBUCION CTO SERVICIO TELEFONICO PERIODO INDICADO ABAJO
IN-21	. DEPOSITOS HECHOS EN BANCO AGRICOLA POR INGRESOS EN QUETZALES
IN-22	. DEPOSITOS HECHOS EN BANCO AGRICOLA POR INGRESOS EN US\$
IN-23	. DISTRIBUCION COSTO USO DE VEHICULOS DEL PRESENTE MES
IN-24	. CARGOS POR SERVICIOS CENTRO DE COMPUTO DEL PRESENTE MES
IN-25	. DISTRIBUCION COSTO DE SERVICIOS COMUNES DEL PRESENTE MES
IN-26	. P/ESTABLECER RESERVA FONDO DE TERMINACION TRABAJADORES FINCA
IN-27	. DISTRIBUCION CTO SERVICIOS CTRT ARTES GRAFICAS PRESENTE MES
IN-28	. DISTRIBUCION COSTO DE FOTOCOPIAS USADAS DURANTE EL MES
IN-30	. P/REGISTRAR JORNALIZACIONES EFECTUADAS DURANTE EL MES
IN-31	. P/DISTRIBUIR CTO BOLETOS AEREOS USADOS EN VIAJES OFICIALES
IN-32	. P/DISTRIBUIR COSTO DE EQUIPO TERMINADO EN EL PRESENTE MES
IN-33	. DISTRIBUCION DE GASTOS POR ENVIO DOCUMENTOS VIA DHL
IN-34	. PLANILLA DE AGUINALDOS CORRESPONDIENTE AL ULTIMO PERIODO
IN-35	. AJUSTES POR REVALUACIONES DE SALDOS
IN-36	. TRASLADO DE GASTOS DE PROYECTOS A CUENTAS DE DONANTES
IN-37	. REPORTE DE GTOS POR PROYECTO EN REPRESENTACIONES DEL AREA
IN-38	. ANULACION DE CHEQUES DE QUETZALES Y DOLARES ESTE PERIODO
IN-39	. CHEQUES EMITIDOS PARA CUBRIR GASTOS DE PROYECTOS AID/ROCAP
IN-40	. DEPOSITOS HECHOS EN CUENTA DE QUETZALES INCAP/AID/ROCAP
IN-41	. CORRECCIONES Y AJUSTES DE CIERRES CONTABLES
IN-42	. AJUSTES DE PROYECTOS AID--MAS A TASA HISTORICA
IN-43	. AJUSTE DE CIERRE ANUAL --WASHINGTON
IN-44	. CORRECCIONES Y CODIFICACION DE GASTOS DE GRANTS
IN-45	. LIQUIDACION DE ANTICIPOS VARIOS CARGADOS A CTAS PERSONALES
IN-46	. DISTRIBUCION DE GASTOS POR FRANQUEO DE CORRESPONDENCIA
IN-49	. DISTRIBUCION GTOS POR COMPRAS HECHAS CON TARJETA DE CREDITO
IN-50	. CARGO DE FACTURAS POR GASTOS INCURRIDOS POR LOS PROYECTOS

&gt;&gt; C ALL, \*SALIDA

INSTITUTO DE NUTRICION DE CENTRO AMERICA Y PANAMA

Listado de cheques

VOUCHER: IN-01AG-90

CUENTA	DEBE (Q)	HABER (Q)	DEBE (C)	HABER (C)	OPERADOR
No. CHEQUE: 10-0024264 DOCUMENTO: LG-JSG/371 FECHA: 90-08-23					
PORTADOR: JOSE SAUL GONZALEZ TASA: 4.310					
1-110-01-503-008 / -	.00	505.45	.00	117.27	IRIJAS
JOSE SAUL GONZALEZ PAGO FONDO DE TERMINACION AGUI- NALDO Y VACACIONES ACUMULADAS S/LIQ. FINAL.					
1-110-01-503-008 / -	.00	285.42	.00	66.22	IRIJAS
JOSE SAUL GONZALEZ PAGO FONDO DE TERMINACION AGUI- NALDO Y VACACIONES ACUMULADAS S/LIQ. FINAL.					
2-711-99-000-371 / -	505.45	.00	117.27	.00	IRIJAS
JOSE SAUL GONZALEZ PAGO FONDO DE TERMINACION AGUI- NALDO Y VACACIONES ACUMULADAS S/LIQ. FINAL.					
2-711-99-000-374 / -	285.42	.00	66.22	.00	IRIJAS
JOSE SAUL GONZALEZ PAGO FONDO DE TERMINACION AGUI- NALDO Y VACACIONES ACUMULADAS S/LIQ. FINAL.					

TOTAL ESTE DOCUMENTO 790.87 790.87 183.49 183.49

Valor del cheque 10-0024264 Q. 790.87 s. 183.49

No. CHEQUE: 10-0024265 DOCUMENTO: MI-0232/AK FECHA: 90-08-23

PORTADOR: AMILCAR BELTETON TASA: 4.310

1-110-01-503-008 / -	.00	2,000.00	.00	464.04	IRIJAS
AMILCAR BELTETON INCREMENTO CAJA CHICA S/MEMO MI-AD-AK-90-232.					
1-130-01-000-042 / -	2,000.00	.00	464.04	.00	IRIJAS
AMILCAR BELTETON INCREMENTO CAJA CHICA S/MEMO MI-AD-AK-90-232.					

TOTAL ESTE DOCUMENTO 2,000.00 2,000.00 464.04 464.04

Valor del cheque 10-0024265 Q. 2,000.00 s. 464.04

No. CHEQUE: 10-0024266 DOCUMENTO: QT-1007/AK FECHA: 90-08-23

PORTADOR: ANA MARIA DE SAENZ TASA: 4.310

1-110-01-503-008 / -	.00	812.00	.00	188.40	IRIJAS
ANA MARIA DE SAENZ QT-1007/AK SL-NS-EN-90-072 Y 06 7, POR ALQUILER DE CASA EN QUETZALTENANGO DE AGOSTO Y SEPTIEMBRE 90.					
4-310-99-000-000 INC90/02537-9	812.00	.00	188.40	.00	IRIJAS
ANA MARIA DE SAENZ QT-1007/AK SL-NS-EN-90-072 Y 06 7, POR ALQUILER DE CASA EN QUETZALTENANGO DE AGOSTO Y SEPTIEMBRE 90.					

TOTAL ESTE DOCUMENTO 812.00 812.00 188.40 188.40

Valor del cheque 10-0024266 Q. 812.00 s. 188.40

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DISTRIBUCION GASTOS CAJA CHICA No. 18, DEL 20/8/90 RESPONSABLE BARBARA SCHIEBER. COMPRA DE ACRILICO Y TINTAS, FACTURA No. 014022.

1-130-01-000-049 / - .00 7.50 .00 1.74 VMARQUEZ

DISTRIBUCION GASTOS CAJA CHICA No. 18, DEL 20/8/90 RESPONSABLE BARBARA SCHIEBER. COMPRA DE 5 BOLSA DE TIERRA, FACTURA No. 014665.

1-130-01-000-049 / - .00 20.34 .00 4.72 VMARQUEZ

DISTRIBUCION GASTOS CAJA CHICA No. 18, DEL 20/8/90 RESPONSABLE BARBARA SCHIEBER. COMPRA DE BOTES DE FRIJOL Y ABLAS GASEOSAS, FACTURA No. 000792.

1-130-01-000-049 / - .00 20.75 .00 5.51 VMARQUEZ

DISTRIBUCION GASTOS CAJA CHICA No. 18, DEL 20/8/90 RESPONSABLE BARBARA SCHIEBER. COMPRA DE 25 PASTELLES, FACTURA No. 32025.

4-310-99-000-000 INC90/02537-9 7.65 .00 \$ 1.77 .00 VMARQUEZ

DISTRIBUCION GASTOS CAJA CHICA No. 14, DEL 6/8/90, RESPONSABLE BARBARA SCHIEBER. COSTO ORDEN DE FELICULA, FACTURA No. T 177263. Receipt No.

AM-INC-NUT-210/PN/90-90/490-NS- -00-GUT-490 4-310-99-000-000 INC90/02537-9 4.00 .00 .93 .00 VMARQUEZ

DISTRIBUCION GASTOS CAJA CHICA No. 14, DEL 6/8/90, RESPONSABLE BARBARA SCHIEBER. COSTO VIATICOS/ALMU ERCC, RECIBO No. 001.

AM-INC-NUT-210/PN/90-90/490-NS- -00-GUT-490 4-310-99-000-000 INC90/02537-9 30.00 .00 6.96 .00 VMARQUEZ

DISTRIBUCION GASTOS CAJA CHICA No. 14, DEL 6/8/90, RESPONSABLE BARBARA SCHIEBER. COSTO SERVICIOS DE JARDINERIA EN OFICINA INDIAP-QUETGO, RECIBO No.002

AM-INC-NUT-210/PN/90-90/490-NS- -00-GUT-490 4-310-99-000-000 INC90/02537-9 70.00 .00 16.24 .00 VMARQUEZ

DISTRIBUCION GASTOS CAJA CHICA No. 14, DEL 6/8/90, RESPONSABLE BARBARA SCHIEBER. COSTO SERVICIOS DE JARDINERIA EN OFICINA PROYECTO F-16, RECIBO No.003

AM-INC-NUT-210/PN/90-90/490-NS- -00-GUT-490 4-310-99-000-000 INC90/02537-9 20.00 .00 4.64 .00 VMARQUEZ

DISTRIBUCION GASTOS CAJA CHICA No. 14, DEL 6/8/90, RESPONSABLE BARBARA SCHIEBER. COSTO TRABAJOS DE FOTOGRAFIA, RECIBO No. 98.

AM-INC-NUT-210/PN/90-90/490-NS- -00-GUT-490 4-310-99-000-000 INC90/02537-9 120.00 .00 27.84 .00 VMARQUEZ

DISTRIBUCION GASTOS CAJA CHICA No. 14, DEL 6/8/90, RESPONSABLE BARBARA SCHIEBER. COSTO SERVICIOS DE LIMPIEZA DE OFICINA, RECIBO No. 004.

AM-INC-NUT-210/PN/90-90/490-NS- -00-GUT-490 4-310-99-000-000 INC90/02538-3 9.50 .00 2.20 .00 VMARQUEZ

DISTRIBUCION GASTOS CAJA CHICA No. 14, DEL 6/8/90, RESPONSABLE BARBARA SCHIEBER. COSTO DE TRANSPORTE COMPROBANTE No. 102613.

AM-INC-NUT-210/PN/90-90/490-NS- -00-GUT-490

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Thu, AUG 30, 1990 10:35 AM

Reporte de Ejecucion de Centro Operacion y Carrera  
Titol de Proyecto: 41 00702/31

Fecha	Voucher Código/Part	Concepto	Estado	Coligacion	P. Asignacion Inicial y Modificaciones	Obligado	Pagado	Equivalencia	Saldo

Division N5 DIVISION DE INVESTIGACION Y SALUD  
 Elemento 039 PROYECTOS DE INVESTIGACION Y OTRAS ACTIVIDADES  
 Elemento 99-99  
 99-99 FINSAD0104 TRASLADO DE FONDOS PARA FACIL  
 99-99 02713 CONTRATO APERTURA DEL PRESUPUESTO  
 MINSAD0441

					3,585.00				
					9,500.00				
					3,585.00				
02717	FONDOS DE	PAGO DE NOTAS ENTREGAS AL PERSONAL DEL PROYECTO Y AIC		INTRO-02002-4		1,000.00			
						1,000.00	00		
					2,815.00	1,000.00	00	1,900.00	7,512
					9,515.00	1,900.00	00	1,000.00	7,615

41-INC-NUT-210/PN/90-96/040 (M)  
 Elemento 040 CONSULTORES A CURTO PLAZO Y ASISTEN. ICM-FROND  
 Elemento 99-99  
 99-99 02713 APERTURA DEL PRESUPUESTO  
 MINSAD0441

					1,500.00				
					1,500.00				
					1,500.00				
02717	FONDOS DE	PAGO DE CONSULTORES		INTRO-02002-4		1,500.00			
						1,500.00	00		
					1,500.00	1,500.00	00	1,500.00	

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FMU, AÑO 30, 1950, 10 EN FM

PAGE 27

INSTITUTO PANAMERICANO DE ESTUDIOS SOCIALES Y POLÍTICOS  
 Oficina Central, Panamá

Fecha	Voucher	Doccto	Concepto	Elem	Asignacion	Integ	Modificaciones	Obligado	Pagado	Liquidar	Paid	
Fondo: EN DONACIONES DE FIE Titulo del Proyecto: CIC SALUD MATERNA Y NUTRICION DE DESARROLLO Y ESTU- Donante: JOHN SHU												
AM-INC-NUT-210/FN/70-90/30/MS												
Total para Elemento 239 ***									1,500.00	1,500.00	00	1,500.00
AM-INC-NUT-210/FN 90-90/30/MS Elemento 239 GASTOS DE VIAJE POR MISION DEL PERSONAL												
Periodo 90-90 08/13 AFERTURA DEL PRESUPUESTO HINSAD9441 5,000.00												
Total de Asignado ***									5,000.00			
05/17 FONSA00102 VINTICOS A QUETZALTENANGO INC099/02533-E *** GUT												
Total de Obligado y Pagado para obligacion INC099/02533-E ***									5,000.00		00	
Total para Periodo 90-90 ***									5,000.00	5,000.00	00	5,000.00
Total para Elemento 239 ***									5,000.00	5,000.00	00	5,000.00
AM-INC-NUT-210/FN/90-90/30/MS Elemento 350 SERVICIOS CONTRATADOS												
Periodo 90-90 02/13 AFERTURA DEL PRESUPUESTO HINSAD9441 1,000.00												
Total de Asignado ***									1,000.00			
04/22 MARIO NEJIA, CONSULTOR LOCAL, INC099/02577-E *** FONSEN0030 DEL 1 AL 31/8/90 GUT												
Total de Obligado y Pagado para obligacion INC099/02577-E ***									251.00		00	
08/23 LUCRECIA DE LEON, LIMPIEZA DE INC099/02594-E *** FONSEN0028 DATOS, DEL 1 AL 31/8/90 GUT												
Total de Obligado y Pagado para obligacion INC099/02594-E ***									93.00			

Instituto de Nutricion de Centro America y Panama  
Control de Partidas al 30/08/90

Fondo : PN DONACIONES NO AID  
 Titulo del Proyecto : 210 SALUD MATERNA Y NEONATAL DE QUETZALTENANGO Y ESTU.  
 Donante : JOHN SNOU  
 Voucher :  
 Fecha Docto :  
 Fecha Cheque/Pais :  
 Linea Obligacion :  
 Asignacion Original y Modificaciones :  
 Obligado :  
 Pagado :  
 Liquidado :  
 Saldo :

AM-INC-NUT-210/PN/90-90/390/NS

Total de Obligado y Pagado para obligacion INC90/02594-5 ***	93 00	00		
Total para Periodo 90-90 ***	1,000 00	344 00	00	344 00
Total para Elemento 390 ***	1,000 00	344 00	00	344 00

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AM-INC-NUT-210/PN/90-90/399/NS

Elemento 399	PERSONAL BAJO CONDICIONES LOCALES				
Periodo 90-90					
02/30	TRASLADO DE FONDOS PARA PAGAR	685 00			
02/13	CONTRATO				
	APERTURA DEL PRESUPUESTO.	33,000 00			
	MINSAD9441				
	Total de Asignado ***	33,685 00			
05/20	CARLOS GONZALO GONZALEZ, COOR- GUT DINADOR DE CAMPO, DEL 8/5/90 AL 30/6/90		3,030 00		
05/31	IN-14AG-90 PL-0001102 PG-0000477	GONZALEZ, CARLOS GONZALO PLANILLA DE CONTRATOS- AGOSTO-90		1,052 92	
	Total de Obligado y Pagado para obligacion INC90/02620-6 ***		3,030 00	1,052 92	
05/29	LUIS ROBERTO SANTA MARINA DE GUT LEON, SUPERVISOR DE CAMPO, DEL 1/8 AL 31/12/90		2,153 00		
05/31	IN-14AG-90 PL-0001326 PG-0000430	SANTAMARINA, LUIS ROBERTO PLANILLA DE CONTRATOS- AGOSTO-90		637 73	
	Total de Obligado y Pagado para obligacion INC90/02645-2 ***		2,153 00	637 73	
	Total para Periodo 90-90 ***	33,685 00	5,213 00	1,691 65	3,521 35
	Total para Elemento 399 ***	33,685 00	5,213 00	1,691 65	3,521 35

22

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PAGE 15

Instituto de Integración de Centro America y Panamá  
Control de Partidas al 30/08/91

Fecha	Voucher Docto Cheque/Pais	Concepto	Elem	Obligacion	P. Asignación Inicial y Modificaciones	Coligado	Pagado	Liquidar	Saldo
AM-INC-NUT-210/PN/90-50/490/NS									
Elemento 490 GASTOS GENERALES DE OPERACION									
Periodo 70-90									
08/13	MINSAD9441	APERTURA DEL PRESUPUESTO					10,000.00		
Total de Asignado							10,000.00		
05/28	IN-05AG-90 AG-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 14, DEL 6/8/90. RESPONSABLE BARBARA SCHIEBER COSTO OFDEN DE PELL CULA, FACTURA No. T 177263		INC50/02537-9 PA					1.77
05/28	IN-05AG-90 AG-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 14, DEL 6/8/90. RESPONSABLE BARBARA SCHIEBER COSTO VIATICOS/ALMU ERZO, RECIBO No. 001		INC50/02537-9 PA					93
05/28	IN-05AG-90 AG-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 14, DEL 6/8/90. RESPONSABLE BARBARA SCHIEBER COSTO SERVICIOS DE JARDINERIA EN OFICINA INCAF-GUETECO, RECIBO No. 002		INC50/02537-9 PA					6.96
09/28	IN-05AG-90 AG-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 14, DEL 6/8/90. RESPONSABLE BARBARA SCHIEBER COSTO SERVICIOS DE JARDINERIA EN OFICINA PROYECTO F-16, RECIBO No. 053		INC50/02537-9 PA					16.24
05/23	IN-05AG-90 AG-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 14, DEL 6/8/90. RESPONSABLE BARBARA SCHIEBER COSTO TRAPAJOS DE FOTOGRAFIA, RECIBO No. 98		INC50/02537-9 PA					4.64
08/28	IN-05AG-90 AG-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 14, DEL 6/8/90. RESPONSABLE BARBARA SCHIEBER COSTO SERVICIOS DE LIMPIEZA DE OFICINA, RECIBO No. 004		INC50/02537-9 PA					27.34
05/28	IN-05AG-90 AG-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 15, DEL 5/8/90. RESPONSABLE BARBARA SCHIEBER COSTO DE ALMUERZOS EN JUNIO 90, RECIBO No. 1		INC50/02537-9 PA					15.03
05/28	IN-05AG-90 AG-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 15, DEL 5/8/90. RESPONSABLE BARBARA SCHIEBER COSTO DE ALMUERZOS EN JUNIO 90, RECIBO No. 2		INC50/02537-9 PA					15.03
03/23	IN-05AG-90 AG-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 15, DEL 3/8/90.		INC50/02537-9 PA					13.75

THU. AUG 30. 1990. 10:19 PM

PAGE 355

Instituto de Nutricion de Centro America y Panama  
Control de Partidas al 30/08/91

Fecha	Docto	Concepto	Elem	Obligacion	P	Asignacion	Obligado	Pagado	Liquidar	Saldo
Fecha	Cheque/Pais					Inicial y				
						F	Modificaciones			
AH-INC-NUT-210/PN/90-507490/NS										
		RESPONSABLE BARBARA SCHIEBER		COSTO ORDEN DE PELI						
		CULA. ECTURA No. 121254								
08/28	IN-05AC-90	DISTRIBUCION GASTOS CAJA CHICA		INC90/02537-9 PA				06		
	AC-0000018	RESPONSABLE BARBARA SCHIEBER		No. 15, DEL 9/8/90.						
		PERSONAL No. 222479		COSTO DE PEAJE, COM						
08/28	IN-05AC-90	DISTRIBUCION GASTOS CAJA CHICA		INC90/02537-9 PA				25		
	AC-0000018	RESPONSABLE BARBARA SCHIEBER		No. 15, DEL 9/8/90.						
		GUATEL. COMPROBANTE No. 9491175		COSTO SERVICIO DE						
08/28	IN-05AC-90	DISTRIBUCION GASTOS CAJA CHICA		INC90/02537-9 PA				13.78		
	AC-0000018	RESPONSABLE BARBARA SCHIEBER		No. 15, DEL 9/8/90.						
		CULA. FACTURA No. 191637		COSTO ORDEN DE PELI						
08/28	IN-05AC-90	DISTRIBUCION GASTOS CAJA CHICA		INC90/02537-9 PA				96		
	AC-0000018	RESPONSABLE BARBARA SCHIEBER		No. 15, DEL 9/8/90.						
		DOB. FACTURA No. 15389		COMPRA DE 1 DESTAPA						
08/28	IN-05AC-90	DISTRIBUCION GASTOS CAJA CHICA		INC90/02537-9 PA				93		
	AC-0000018	RESPONSABLE BARBARA SCHIEBER		No. 15, DEL 9/8/90						
		RECIBO SIN NUMERO		COSTO DE ALMUERZO.						
08/28	IN-05AC-90	DISTRIBUCION GASTOS CAJA CHICA		INC90/02537-9 PA				17.40		
	AC-0000018	RESPONSABLE BARBARA SCHIEBER		No. 16, DEL 20/8/90						
		JARDINERIA Y LIMPIEZA. RECIBO SIN NUMERO		COSTO SERVICIOS DE						
08/28	IN-05AC-90	DISTRIBUCION GASTOS CAJA CHICA		INC90/02537-9 PA				59.73		
	AC-0000018	RESPONSABLE BARBARA SCHIEBER		No. 17, DEL 20/8/90						
		Y LIMPIEZA DE DATOS. RECIBO SIN NUMERO		COSTO DE TABULACION						
08/28	IN-05AC-90	DISTRIBUCION GASTOS CAJA CHICA		INC90/02537-9 PA				23.20		
	AC-0000018	RESPONSABLE BARBARA SCHIEBER		No. 17, DEL 20/8/90						
		LIMPIEZA DE OFICINA. RECIBO SIN NUMERO		COSTO SERVICIOS DE						
08/28	IN-05AC-90	DISTRIBUCION GASTOS CAJA CHICA		INC90/02537-9 PA				23.20		
	AC-0000018	RESPONSABLE BARBARA SCHIEBER		No. 17, DEL 20/8/90						
		LIMPIEZA DE OFICINA. RECIBO SIN NUMERO		COSTO SERVICIOS DE						
08/28	IN-05AC-90	DISTRIBUCION GASTOS CAJA CHICA		INC90/02537-9 PA				2.32		
	AC-0000018	RESPONSABLE BARBARA SCHIEBER		No. 18, DEL 20/8/90						
		RECIBO SIN NUMERO		COSTO DE ALMUERZOS.						

22



THU, AUG 30, 1990, 10:19 AM

PAGE 357

Instituto de Nutricion de Centro America y Panama  
Control de Partidas al 90/08/31

Fondo : PH DONACIONES NO AID  
Titulo del Proyecto : 210 SALUD MATERNA Y NEONATAL DE QUETZALTENANGO Y ESTU-  
Donante : JOHN SNOU

Fecha	Voucher Doccto Cheque/Pais	Concepto	Elem	Obligacion	P Asignacion Inicial y F Modificaciones	Obligado	Pagado	Liquidar	Saldo
AM-INC-NUT-210/PR/90-90/490/NS									
08/28	IN-05AG-90 AG-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 14, DEL 6/8/90. RESPONSABLE BARBARA SCHIEBER. COSTO DE TRANSPORTE DE HOSPITAL GENERAL A INCAP. RECIBO No. 005		INC90/02538-3 PA			3.48		
08/29	IN-05AG-90 AG-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 14, DEL 6/8/90. RESPONSABLE BARBARA SCHIEBER. COSTO DE TRANSPORTE (TAXI). RECIBO No. 006		INC90/02538-3 PA			23.20		
08/28	IN-05AG-90 AG-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 14, DEL 6/8/90. RESPONSABLE BARBARA SCHIEBER. COMPRA DE GASOLINA, FACTURA No. 045669.		INC90/02538-3 PA			4.64		
08/28	IN-05AG-90 AG-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 16, DEL 20/8/90 RESPONSABLE BARBARA SCHIEBER. COMPRA DE GASOLINA, FACTURA No. 032174.		INC90/02538-3 PA			10.44		
05/28	IN-05AG-90 AG-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 18, DEL 20/8/90 RESPONSABLE BARBARA SCHIEBER. COMPRA DE GASOLINA, FACTURA No. 032453.		INC90/02538-3 PA			11.95		
08/28	IN-05AG-90 AG-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 16, DEL 20/8/90 RESPONSABLE BARBARA SCHIEBER. COMPRA DE GASOLINA, FACTURA No. 011353.		INC90/02538-3 PA			9.92		
08/28	IN-05AG-90 AG-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 18, DEL 20/8/90 RESPONSABLE BARBARA SCHIEBER. COSTO DE 2 CILIN- DROS DE GAS, FACTURA No. 74461.		INC90/02538-3 PA			7.54		
Total de Obligado y Pagado para obligacion INC90/02538-3 ***)							00	84.97	
08/17	FONSADO182 GUT	USO DE VEHICULOS PARA TRANSPOR TE DEL PROYECTO		INC90/02538-3		8.000.00			
Total de Obligado y Pagado para obligacion INC90/02538-3 ***)							8.000.00	00	
08/17	FONSADO182 GUT	TRABAJOS DIVERSOS DE AYUDAS AV DIOVISUALES		INC90/02539-6		990.00			
08/28	IN-05AG-90			INC90/02540-9 PA			3.93		

30

THU, AUG 30, 1990, 10:19 PM

PAGE 359

Instituto de Nutricion de Centro America y Panama  
Control de Partidas al 30/08/91

Fondo		PN DONACIONES NO AID									
Titulo del Proyecto		210 SALUD MATERNA Y NEONATAL DE QUETZALTEHANGO Y ESTU-									
Donante		JOHN SNOU									
Fecha	Voucher Docto Cheque/Pais	Concepto	Elem.	Obligacion	P Inicial y F Modificaciones	Asignacion Obligado	Pagado	Liquidar	Saldo		
-----AM=INC=NUT-2107PN/90-90/4967NS-----											
08/28	IN-05AC-90 AC-0000018	PIAS, FACTURA No. 00903. DISTRIBUCION GASTOS CAJA CHICA No. 15 DEL 9/8/90. RESPONSABLE BARBARA SCHIEBER. COSTO DE 80 FOTOCO- PIAS, FACTURA No. 00960.		INC90/02540-9 PA			2.38				
03/28	IN-05AC-90 AC-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 16 DEL 20/8/90 RESPONSABLE BARBARA SCHIEBER. COSTO DE 436 FOTOCO PIAS, FACTURA No. 001962 (REGISTRO PARCIAL).		INC90/02540-9 PA			9.74				
08/31	IN-28AC-90 AC-0000001	RESCONTAS AL 27 DE AGOSTO DE 1990 CASSETTE No. 6		INC90/02540-9 PA			57.80				
Total de Obligado y Pagado para obligacion INC90/02540-9 ===>						900.00	114.43				
08/20	FONSAD0182 GUT	FOTOCOPIAS		INC90/02540-9			800.00				
Total de Obligado y Pagado para obligacion INC90/02540-9 ===>						800.00	.00				
Total para Periodo 90-90 ===>						10,600.00	10,600.00	709.73	9,890.27		.00
Total para Elemento 490 ===>						10,600.00	10,600.00	709.73	9,890.27		.00
-----AM=INC=NUT-210/PN/90-90/5507NS-----											
Elemento 550		SUMINISTROS Y MATERIALES DE OFICINA									
Periodo 90-90											
08/13	MINSAD9441	APERTURA DEL PRESUPUESTO					1,800.00				
Total de Asignado ===>						1,800.00					
05/28	IN-05AC-90 AC-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 14 DEL 6/8/90. RESPONSABLE BARBARA SCHIEBER. COMPRA DE 1 CAJA DE CORRECTOR, FACTURA No. 004856.		INC90/02535-2 PA			.85				
08/28	IN-05AC-90 AC-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 14 DEL 6/8/90. RESPONSABLE BARBARA SCHIEBER. COMPRA DE JAMON Y		INC90/02535-2 PA			3.81				

31

THU, AUG 30, 1990, 10:13 PM

PAGE 356

Instituto de Nutricion de Centro America y Panama  
Control de Partidas al 30/08/90

Fondo: PH DONACIONES NO AID  
Titulo del Proyecto: 210 SALUD MATERNA Y NEONATAL DE QUETZALTENANGO Y ESTU-  
Donante: JOHN SNOW

Fecha	Docto Cheque/Pais	Concepto	Elas.	Obligación	P F	Asignacion Inicial y Modificaciones	Obligado	Pagado	Liquidar	Saldo
AM-INC-NUT-210/PN/90-50/490/NS										
08/28	IN-05AC-90 AC-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 18, DEL 20/8/90 RESPONSABLE BARBARA SCHIEBER, COSTO DE ALMUERZOS. RECIBO SIN NUMERO.		INC90/02537-9 PA				2 32		
08/28	IN-05AC-90 AC-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 18, DEL 20/8/90 RESPONSABLE BARBARA SCHIEBER, COSTO SERVICIO DE LIMPIEZA DE OFICINA, RECIBO SIN NUMERO.		INC90/02537-9 PA				8 12		
08/28	IN-05AC-90 AC-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 18, DEL 20/8/90 RESPONSABLE BARBARA SCHIEBER, COSTO MATERIAL Y VI ATICOS DE COMADRONAS, RECIBO SIN NUMERO.		INC90/02537-9 PA				58 00		
08/28	IN-05AC-90 AC-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 18, DEL 20/8/90 RESPONSABLE BARBARA SCHIEBER, COSTO POR USO DE SA LON, FACTURA No. 008855.		INC90/02537-9 PA				9 34		
Total de Obligado y Pagado para obligacion INC90/02537-9 ===								00	381 92	
08/17	FONSADG182 GUT	GASTOS VARIOS DE OPERACION.		INC90/02537-9			900 00			
08/23	08-0128-90-AMA-MARIA DE BARRERA 11-1007/AK-ANA MARIA DE LAENZ OT-1007 10-0024555	AMA-MARIA DE BARRERA ANA MARIA DE LAENZ OT-1007 01 Y SEPTIEMBRE 90		INC90/02537-9 PA						\$ 198.40
Total de Obligado y Pagado para obligacion INC90/02537-9 ===								900 00	188 40	
08/28	IN-05AC-90 AC-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 18, DEL 20/8/90 RESPONSABLE BARBARA SCHIEBER, COSTO TRANSPORTE COMPROBANTE No. 192612.		INC90/02537-9 PA				2 20		
08/28	IN-05AC-90 AC-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 18, DEL 20/8/90 RESPONSABLE BARBARA SCHIEBER, COSTO GASOLINA, IN FACTURA No. 66782.		INC90/02537-9 PA				2 32		
08/28	IN-05AC-90 AC-0000018	DISTRIBUCION GASTOS CAJA CHICA No. 18, DEL 20/8/90 RESPONSABLE BARBARA SCHIEBER, COSTO GASOLINA, FACTURA No. 117863.		INC90/02537-9 PA				9 28		

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2/2

**APPENDIX III**  
**LIST OF CONTACTS**

## LIST OF CONTACTS

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Child Survival Advisor, Johns Hopkins University  
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Project

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Co-Principal Investigator, Quetzaltenango Maternal and Neonatal Health  
Project

Dr. Junio Roblaes  
Medical Officer, Quetzaltenango Maternal and Neonatal Health Project

Lic. Danilo Mejia, Director, Section of Administrative Analysis

Lic. Ramon Mendoza, Finance Official

Lic. Arturo Palmieri, Administrator, Division of Nutrition and Health

Lic. Amelio Belteton, General Services

Ms. Soledad Leal, Finance Section

Ms. Claudia Garcia, Budget Section

Ms. Loretta de Romero, Secretary, Division of Nutrition and Health

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