



USAID | WEST BANK/GAZA

FROM THE AMERICAN PEOPLE

December 2, 2009
2010-WBG-04

To: All USAID/West Bank and Gaza Contractors, Grantees and Recipients
Subject: Audits and Records

Dear Implementing Partners,

The purpose of this notice is to remind you of the requirement under your respective awards to make any pertinent documents, papers and records available to USAID, the Inspector General, Comptroller General of the United States, or any of their duly representatives, in order to perform audits, examination and to make any necessary copies. This requirement is not limited to the prime award documents but it should also include any documents related to USAID funded sub-awards. Please refer to your respective awards, specifically the FAR clause entitled "Audit and Records" and 22 CFR 226 as applicable.

Additionally, USAID hereby requests that you ensure that such documentation is available in the local office to enable the timely and unrestricted access to these documents. In those cases where the program is reaching its expiration date, please consult with the Office of Contracts Management and your COTR/AOTR to ensure that any documents related to any unaudited period remain available and accessible to the auditors and USAID in order to perform the close out audits as required. Please refer any contractual matters related to the above to the Contracting/Agreement Officer assigned for your respective award.

Should you have any questions or concerns with regard to this notice, please contact Ms. Reine Joubran, Acquisition Supervisor at rjoubran@usaid.gov.

We thank you for your attention and continued cooperation.

Sincerely,

Roy Plucknett
Director, Office of Contracts Management
USAID West Bank and Gaza