



**Finance Circular No. 50/ 1387**  
**Dated \_\_ March 2008 (\_\_ Hamal, 1387)**

**Procedures for managing commitments**

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The purpose of this procedure is to improve the coordination between the Budgetary Units and the MOF in managing procurement within the amount of approved budget and available funding as required by relevant laws of Afghanistan.

Budgetary Units in commitment management complete the following forms attached:

- ***Budget Set-Aside - Registration of Planned Procurement (Commitment A)*** – to register with the Treasury any planned large value procurement before these are submitted for review by the Special Procurement Committee, including all planned contracts with value of Afs 5 million for the supply of goods and services and Afs 25 million for works.
- ***Cancellation of Planned Procurement Registered / Release Budget*** – to release budget reserved by a commitment in case, if the Budgetary Unit has cancelled the plan to proceed with the procurement and intends to use the funds for different purpose.
- ***Budget Set-Aside - Registration of Supplier Selection (Commitment B)*** – to register with the Treasury all large value procurements appropriately completed after the decision by the Special Procurement Committee and all allotments of development budget, which will require payment in the center.
- ***Budget Set-Aside - Amendment of Registered Commitment B*** – to amend and adjust the obligated commitments registered under the previous clause, including the release of budget for the unspent part of a contract or cancellation of the contract.

The Budgetary Units are required to submit completed commitment forms for review of the Budget Department. The Treasury will enter these forms into AFMIS after approval of the Budget Department.

The Treasury will reject payment, if a payment requires prior reservation of funds under this procedure.

Salutation

Waheedullah Shahrani,  
Deputy Minister for Finance