PAHO

Pan American Health Organization

World Health Organization

Americas Region

STANDARD OPERATING PROCEDURE

Procurement of Medicines and Health Technologies through the Regional Revolving Funds for the Implementation of Global Fund Grants

Operational Procedures for
Global Fund Principal Recipient Officers
Publication Date: June 2026

Lead Authors: Nora Giron, Manuel E. Lavayen, Martha Suazo, Scott Shauf, Pamela Alvarez, Christopher Lim

Standard Operating Procedure
Procurement of Medicines and Health Technologies through the Regional Revolving Funds for the Implementation of Global Fund Grants

This document is based on the publication: Pan American Health Organization. Operational Manual of the PAHO Regional Revolving Funds. Washington, D.C.: PAHO; 2025. If there are any conflicts or inconsistencies between the terms of this document and the Operation Manual, the terms of the Operation Manual will prevail.

Published: June 2026

Regional Revolving Funds
PAHO/WHO

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Glossary

APP:	Annual Procurement Plan
AWB:	Air Waybill
BL:	Bill of Lading
CIF:	Cost, Insurance and Freight (Sea Freight Incoterm)
CT:	Country Team (Global Fund)
DAP:	Delivered at Place (Air Freight Incoterm)
GF:	Global Fund to Fight AIDS, Tuberculosis and Malaria
GMP:	Good Manufacturing Practice
IMT:	Department of Innovation, Medicines and Health Technologies
NTE:	Notification of Temperature Excursion
NSA:	Non-State Actor
PAHO:	Pan American Health Organization
PMIS:	PAHO's Management Information System (Workday)
PO:	Purchase Order
PR:	Principal Recipient
PRO:	Department of Procurement and Supply Management
QA:	Quality Assurance
REQ:	Requisition
RRF:	Regional Revolving Funds
VVM:	Vaccine Vial Monitor

Purpose

This document provides an overview of the procedures governing PAHO's support to Global Fund Principal Recipients (PRs) during the implementation of national grants focused on HIV, tuberculosis and malaria.

It sets out the guidance required to ensure that PRs manage procurement through PAHO and its Regional Revolving Funds (RRF) in a manner that is appropriate, transparent and fully aligned with the Global Fund and PAHO policies.

Legal Framework

Ministerial entities, institutions within the public health network, and NSAs designated as PRs under a GF grant shall utilise the framework agreement previously executed between the Member State and PAHO for the procurement of medicines, supplies and other health technologies.

When the PR is a Non-State Actor (NSA), including NGOs, academic institutions, private sector entities, and philanthropic foundations, a tripartite agreement must be established between the Ministry of Health, PAHO and the NSA (MoH–PAHO–NSA). The process includes:

- Submission of a letter of intent from the NSA to the PAHO Country Office expressing its interest in utilising the RRF during grant implementation.
- Submission of the information requested in Annex 1 (*Information Required from NSAs for Collaboration with PAHO/WHO*), attached to the letter of intent, if the NSA has not previously engaged with PAHO.
- Review by PAHO and subsequent issuance of the draft agreement including all applicable requirements.
- Signature of the tripartite agreement.

Once the agreement is signed, PAHO will open the PR's account within the RRF. To enable logistical and customs processes, the PR must provide:

- Consignee address (*consignee will be a governmental entity, either the PR if governmental or the Ministry of Health or its designee within the tripartite agreement*).
- Contact details (*e-mail and telephone*).
- Designated focal points.
- Applicable requirements for customs clearance and nationalisation of products.

Nationalisation: *the consignee is responsible for the end-to-end process of integrating imported goods into a country's legal, fiscal, and supply chain systems—encompassing product importation and entry, issuance of import authorizations, regulatory compliance, customs clearance, and readiness for in-country distribution and use.*

Roles and Responsibilities of Involved Entities

PR

Responsible for operational implementation of the grant, financial management and adherence to Global Fund policies. In the context of the RRF, the PR must:

- Manage procurement of pharmaceutical products, medical supplies and health technologies. The category of health products that can be financed by the Global Fund is mentioned in the "Guide to Global Fund Policies on PSM of Health Products" available at: https://www.theglobalfund.org/media/5873/psm_procurementsupplymanagement_guidelines_en.pdf
- Comply and ensure compliance with the relevant grant agreement signed between the PR and the Global Fund (including but not limited as applicable, the Global Fund Grant Regulations, the Global Fund Guidelines for Grant Budgeting, the Global Fund Health Products Guide, and the Global Fund Recipient and Supplier Codes of Conduct).
- Ensure that requests submitted comply with Global Fund eligibility requirements and are aligned with established PAHO procedures.
- Conduct rigorous needs forecasting and ensure efficient, transparent use of resources.

Consignee

Consignee will be a governmental entity, either the PR if governmental or the Ministry of Health or its designee within the tripartite agreement.

Institutional Logistics Framework

PAHO and its contracted freight (C&F) agent(s), and the PR/consignee, share responsibility for logistics coordination, shipment tracking, and reception, in accordance with the negotiated and applicable Incoterms ®2020.

The allocation of responsibilities related to transportation, insurance, risk transfer, delivery point, and customs clearance is defined in the applicable commercial and logistics arrangements, as established by PAHO and communicated to the PR/consignee in each PO.

For reference, the roles and responsibilities by incoterm are available here: https://incodocs.com/blog/incoterms-2020-explained-the-complete-guide/

In all cases, the consignee is responsible for receiving the goods at the port/place of entry, conducting required inspections, and promptly informing the PR, PAHO, and/or the supplier of any quality deviations or damages to the product or packaging.

PAHO Country Office

Provides technical and administrative support to the PR, including:

- Support in appropriate product selection product selection and demand planning.
- Review and validation of procurement requests.
- Facilitation of required agreements for participation in the Strategic Fund.
- Order follow-up, logistical coordination and liaison with PAHO Headquarters in Washington, D.C.

PAHO RRF

Serves as a technical cooperation mechanism and consolidated procurement platform. Responsibilities include:

- Providing technical support throughout the end-to-end procurement process, led by the Department of Procurement and Supply Management (PRO) as the process owner, and coordinated closely with the Department of Innovation, Medicines and Health Technologies (IMT) from request through final delivery.
- Providing, in coordination with the country office, guidance on demand quantification, supply planning and procurement, technical specifications, and contractual requirements.
- Administering funds transferred by the PR, including logistical and operational costs.
- Ensuring compliance with international quality standards and national regulatory requirements.
- Coordinating shipment, documentation and tracking until formal receipt.

PAHO Technical Departments

Strengthen programmatic and operational functions through:

- Technical assistance in diagnosis, treatment, surveillance and control.
- Support in procurement processes and technical validation of products.
- Review and approval of technical specifications and quality criteria.
- Capacity-building in logistics, eLMIS, reverse logistics, inventory management practices, rational medicine use and diagnostic network management.

The Global Fund

- Global Fund will inform Principal Recipients of the availability of the Strategic Fund in the Region of the Americas, where the use of the Strategic Fund would support the implementation of the relevant Global Fund grant. Procurement is undertaken in accordance with principles of efficiency, transparency and sound financial management.

Procedures

To procure medicines, diagnostic devices and health equipment, PRs must select only products listed in the RRF catalogue, available at: https://www.paho.org/es/fondo-estrategico-ops

The general steps to initiate a procurement process are as follows:

1. Submission of the Annual Procurement Plan (APP) to PAHO

The PR will submit the APP to PAHO at any time once the document is ready. The APP constitutes the operational and financial basis of the national procurement cycle, with a copy to the Global Fund Country Team focal points. The APP must include:

- General country information, grant number, date of preparation, technical focal points and approval from the corresponding Ministry of Health.

A consolidated list of medicines, diagnostic devices and health technologies to be procured. Each item must follow the official RRF Procurement Plan format (MS Excel Template).

- **For medicines**: pharmaceutical form, strength, presentation and estimated quantities.
- **For devices**: technical description, functional characteristics and required quantities.
- Delivery requirements, including minimum shelf-life, labelling language, shipment splitting, packaging conditions and any applicable restrictions (e.g., patent protection limitations).
- Estimated delivery date required by the country.
- Regulatory requirements and documentation needed to obtain import permits.
- Associated services for equipment (warranties, installation, preventive maintenance, technical training).
- The PR is responsible for verifying that the products to be procured comply with the Global Fund and PAHO's quality assurance requirements. These documents are available at: https://www.theglobalfund.org/en/sourcing-management/quality-assurance/, and https://www.paho.org/en/topics/quality-assurance-health-technologies,

2. Review of the APP

PAHO reviews the APP to validate technical specifications, quantity estimates, regulatory requirements and alignment with PAHO/WHO guidelines, and the Global Fund QA requirements.

Upon completion of the review, the APP will be returned to the PR with any comments and recommendations for consideration.

In parallel, the RRFs will include a preliminary budget estimate to serve as a reference for calculating the funds required to cover product procurement. Upon receipt of supplier-issued price quotations, the RRF will update the budget accordingly to reflect the final prices and required budgetary envelope.

The PR must confirm acceptance or adjustments to the APP in consultation with the MOH and the GF to proceed with the official price estimation request.

3. Transfer of Funds to PAHO / RRFs

The PR, in coordination with PAHO, estimates a preliminary budget required for the APP and transfers funds in US dollars to:

- **Bank**: CITIBANK
- **Address:** 111 Wall Street, New York, NY 10043
- **Account Name**: Pan American Sanitary Bureau
- **Account Number**: 3615-9769
- **SWIFT**: CITIUS33
- **ABA**: 021000089

The reference must include the country account assigned within the RRF. Detailed procedures are presented in Annex 2.

4. Request for Price Estimate and Non-Standard Documentation

Once the APP is agreed, the PR formally requests price estimation from the PAHO Country Office, indicating the required products and quantities. At this stage, the PR must also request any non-standard documentation required by national regulatory or customs authorities (standard documents are described in Section 11).

5. Processing of the Price Estimate Request

PAHO processes the request, coordinating quotations with authorised suppliers and issuing an official price estimation document or pro forma invoice. This document is issued on average within 3–4 weeks of receipt of the request and typically includes the product description, unit price, incoterm, freight and insurance costs, service charges, minimum remaining shelf life, estimated delivery timelines, mode of transport, labelling and insert language, among other elements.

Price Estimate Process

- PAHO issues the price estimate in accordance with the approved Procurement Plan.
- Exceptionally, PAHO may process unplanned requests; however, this approach limits the ability to consolidate orders for efficiency gains.
- Reference prices are published on https://www.paho.org/en/regional-revolving-funds. These prices are provided for reference purposes and may be subject to change. However, the indicated ranges are generally adhered to and can be used by PRs for budgeting purposes. The final applicable prices will be those confirmed in the respective purchase order.
- The administrative service charge is 4.25%: 2.5% for capitalisation and 1.75% for PAHO's operating costs, which is subject to change based on PAHO Governing Body decisions.

6. Communication of the Price Estimate to the Principal Recipient

PAHO submits the price estimation to the Principal Recipient (PR) through an official communication. When applicable, any special terms and conditions related to the product or supplier are included.

7.Delivery date and Allocation Utilization Period

All PRs are required to meet the Allocation Utilization Period (AUP) requirements of the Global Fund (please refer to the Global Fund Guidelines for Grant Budgeting on AUP). Any products or services have to be fully delivered during the implementation period of the Grant. The estimated delivery date should fall within the implementation period. Hence, PRs should place orders in a timely manner, taking into account the lead times in place.

8. Approval of Price Estimations

The PR reviews the estimation and, if acceptable, provides formal approval through written communication signed by the responsible manager, including confirmation of the funding source. Approval must occur within the stated validity period. Approval constitutes formal acceptance of the terms, conditions, and procedures of PAHO.

9. Budget adjustment

Following approval of the Price Estimate, PAHO will notify the PR of any required budget adjustment. This may include a request to top up the funding where the transferred amount is insufficient, or confirmation of a surplus where funds remain available. In cases of surplus, the PR shall formally indicate whether the balance should be retained as a credit for future use or returned, in accordance with PAHO financial rules and procedures.

10. Issuance of Purchase Orders

After the price estimation is approved by the PR and the transfer of funds is confirmed, PAHO issues the Purchase Order (PO) to the supplier within up to two weeks, which constitutes the binding contractual instrument. The PO specifies quantities, final prices, logistics conditions including Incoterms® 2020, and estimated delivery dates. The POs, once issued, cannot be cancelled by either PAHO or the participating entities. PAHO coordinates international logistics, shipment tracking, and delivery consolidation with the supplier, the PR, and the consignee.

Where the PR is the Ministry of Health, the PR shall act as consignee; where the PR is a non-state actor, the Ministry of Health or its designee shall serve as consignee.

11. Dispatch of products

Prior to dispatch, PAHO sends the PR and the consignee the following logistics documentation:

- Air waybill or bill of lading.
- Commercial invoice.
- Packing list.
- Insurance certificate.
- Certificate of origin.
- Good Manufacturing Practices certificates (*finished product and diluent, where applicable*).

- Other technical documents will be included depending on the category of the product procured.

If the PR and/or consignee requires any other documentation, it must request it from PAHO prior to approving the price estimation. The consignee is responsible for obtaining the required import licenses, regulatory permits, customs clearance, reception, storage, and in-country distribution.

12. Shipment Tracking

The PR and/or consignee should track the shipment using https://www.track-trace.com/ noting that tracking procedures may vary depending on the shipment modality used. For the most accurate status, the consignee should immediately contact the PAHO Country Office to obtain updated arrival information.

In the event of delays or diversions, the PR and/or consignee must notify PAHO immediately to trigger carrier follow-up.

For temperature-sensitive products, the PR and/or consignee must instruct the airline to transfer the shipment promptly to cold-chain facilities in accordance with the logistics documentation.

13. Product Receipt

The PR and consignee are responsible for the reception, customs clearance, and national distribution of the products, ensuring compliance with established quality, safety, and traceability requirements. Instructions for Receipt of Shipment:

- **Arrival Reception**: The PR or consignee must notify the PAHO Country Office of the shipment's arrival within 24 hours using Form PAHO 183. This confirms only the physical arrival and does not restrict subsequent claims for damages, discrepancies, or defects.

- **Preliminary Identification of irregularities**: Any indication of irregularity must be reported within seven calendar days of reception. Affected units must be isolated, and no packaging or damaged materials may be discarded.

- **Customs Clearance and immediate transfer**: The PR and/or consignee ensures prompt customs processing and direct transfer to the central warehouse, avoiding delays that may compromise product integrity.

- **Physical verification**: The PR and/or consignee verifies products within seven days, including box opening, quantity checks, presentation, batch numbers, packaging integrity, overall condition, and confirmation that storage and transport conditions followed manufacturer recommendations.

- **Associated costs**: The PR and/or consignee covers customs clearance and transport costs from the point of entry to the designated warehouse or distribution centre, in line with applicable Incoterms® 2020.

- **Return of shipping containers:** When applicable, the responsibility for the return of shipping containers rests with the consignee or the cargo owner, as they have custody of the containers once customs clearance is completed.

  PAHO negotiates the applicable container free time and return conditions on a shipment-by-shipment basis with each supplier and carrier. The agreed number of days for container return is communicated in advance to the consignee, who is then responsible for completing the return process within the established timeframe.

- **Additional quality controls**: If the PR and/or consignee conducts additional quality testing, these analyses must be arranged and financed directly by the PR.

14. Invoicing

- Once the consignee/PR confirms product receipt, PAHO issues the invoice corresponding to the Purchase Order for consignee/PR records.

- The PR shall make advance payment prior to procurement, and all financial settlements shall be made in US dollars. The PR is responsible for all bank charges and exchange-rate differences.

- All transfers must include bank commission in addition to the payment intended for PAHO.

- PAHO issues semiannual statement of accounts to support financial monitoring.

15. Claims

Claims may arise due to quality deviations, temperature excursions, or internal/external physical damage, including quantity discrepancies.

Quality Deviation: A quality deviation occurs when a product exhibits attributes inconsistent with manufacturer specifications and potentially compromising safety or efficacy. The PR must notify PAHO and the Global Fund (following guidance available on the website https://www.theglobalfund.org/en/sourcing-management/quality-assurance/medicines/) and submit;

- Purchase Order number.
- Product description.
- Batch number.
- Date and location of the event.
- Storage conditions across the supply chain.
- Current storage location.
- Available evidence: laboratory reports, photographs, technical defect description, physical observations, number of samples tested, etc.
- Total quantity received and remaining quantity.
- Visual inspection results of remaining units.
- For products requiring reconstitution: materials used, diluent used, and any changes observed.
- The product must remain quarantined within the manufacturer-recommended temperature range.

Temperature Excursion: A temperature excursion occurs when a temperature-sensitive product is exposed to conditions outside the approved range.

The PR must notify PAHO and submit:

- Purchase Order number
- Readings from all electronic monitors in PDF and TXT formats (Qtag) or PDF and TTV formats (Template)—submission in both formats is mandatory.
- Photographs of 3M cards or freeze indicators, if applicable.
- For vaccines: photographs of vaccine vial monitors (VVMs) showing indicator progression.
- A completed Notification of Temperature Excursion (NTE) Form if required by the supplier.

Mandatory Conditions:

- Do not deliver alarm-activated monitors to third parties without PAHO authorisation.
- Do not discard any monitor.
- Do not discard original packaging until PAHO issues a technical determination.
- Separate unaffected and suspect products.
- Maintain all products in quarantine within the recommended temperature range.

Physical Damage, Incorrect Quantities or Other Incidents: For claims related to visible damage, loss, incorrect products or quantity discrepancies, the PR must provide:

- Purchase Order number.
- Product description.
- Batch or serial number.
- Photographs of damage and packaging (brand, lot, manufacturer, box number, etc.)
- Arrival date.
- Description of the event.
- Total number of affected units.
- Storage conditions along the supply chain.
- Current storage location.

Reporting Requirements for Damaged Shipments and Product Quality Deviations

In the case of international shipments, if any physical damage is identified, whether internal or external to the packaging, or if temperature excursions occur (i.e., when monitoring devices for temperature-sensitive health commodities indicate an alarm), the PAHO/WHO Country Office must be formally notified through the established communication channels within a maximum of seven (7) calendar days following arrival at destination.

Visible damage to the outer packaging or obvious shortages identified during inspection at the airport or port of entry must be reported immediately.

In addition, any irregularity related to the intrinsic quality of the product must be reported within ninety (90) days. Notwithstanding the foregoing, in duly justified circumstances, quality deviations identified during the product's shelf life may be reported and investigated, provided that the product has been stored in accordance with the manufacturer's recommended conditions.

Claims will NOT be accepted for:

- Damaged units reported after the established claim window.
- Damage occurring during local transport (airport–warehouse).
- Forklift-related damage at destination.
- Cases without corresponding temperature monitor alarms.
- Unused products with expired shelf life.

Insurance Considerations

If the PR/consignee is the direct beneficiary of the cargo insurance policy, it must contact the insurer immediately and comply with stipulated deadlines. Additional evaluation may require submission of samples to WHO or reference laboratories as requested by PAHO.

Claims Resolution

- Upon receipt of complete documentation and, where relevant, the reference laboratory report, PAHO will issue a final technical determination on product usability.
- If a product is deemed unusable and the manufacturer is potentially responsible, any invoices related to the affected shipment that are pending payment will be frozen until the investigation is concluded and responsibility is formally established.

  In instances where claims are initiated after a payment has already been made, PAHO will coordinate with the supplier to determine the appropriate corrective action or financial resolution. If the product is deemed fully or partially usable, PAHO will inform the PR/consignee to proceed according to the manufacturer's instruction.
- In case of dispute, PAHO may appoint an additional laboratory; costs will be borne by the party contesting the determination. The laboratory decision will be final.

Destruction or Disposal of Rejected Products

- The PR/consignee is responsible for handling, storage, and destruction of products not approved during technical reception.
- If the supplier is responsible for the defect, PAHO will coordinate for the supplier to cover associated costs, including local destruction where applicable.
- Ministries and PRs should include final disposal procedures for RRF-supplied products in national protocols.
- Destruction may only occur with prior PAHO approval.
- The PR/consignee must allow PAHO and/or the supplier access to verify damages; without verification, reimbursement or replacement cannot be processed.
- To facilitate reimbursement, documentation such as minutes, invoices, and destruction certificates is recommended.

Annexes

I - Information Required from Non-State Actors for Collaboration with PAHO/WHO

This information must be submitted to PAHO **prior to the signature of the Tripartite Agreement**.

The following information is requested to support the Pan American Health Organization, Regional Office for the Americas of the World Health Organization ("PAHO" or "PAHO/WHO"), in conducting its assessment under its Framework of Engagement with Non-State Actors (FENSA).

We appreciate your cooperation.

Please provide the following information:

- Full legal name, address, and website of the entity.
- Mission statement and/or constitutive documents.
- Governance structure: current statutes and composition of governing bodies (e.g., Board, Council, Assembly). Please attach all relevant documents.
- Most recent financial report (e.g., audited financial statements, profit-and-loss report), including a breakdown of funding sources. Please attach the document.
- List of funding sources, partners, and associated entities.
- Copy of the entity's registration certificate, where applicable.
- Disclosure of any formal linkages, affiliations, or relationships with the following industry sectors:

Sector	Yes	No	Details
Alcohol			
Chemical			
Food and Beverages			
Health Care			
Pharmaceutical			
Tobacco			

PAHO/WHO reserves the right to request additional information from the entity, as necessary, to support the assessment of the proposed collaboration.

You are also requested to sign and submit the **Disclosure Statement on Tobacco and/or Arms for Non-State Actors**, provided in the next page as an annex.

II - Tobacco /Arms Related Disclosure Statement for Non-State Actors

Pursuant to the Framework of Engagement with Non-State Actors (FENSA), the Pan American Health Organization, Regional Office for the Americas of the World Health Organization (hereinafter "PAHO" or "PAHO/WHO") does not engage with the tobacco industry or non-State actors that work to further the interests of the tobacco industry. PAHO/WHO also does not engage with the arms industry.

For the purposes of this statement:

- tobacco industry means any entity involved in the manufacture, sale or distribution of tobacco and related products, and any affiliate of such entity; and

- arms industry means any entity involved in the manufacture, sale or distribution of arms, and any affiliate of such entity.

This disclosure statement needs to be provided by any nongovernmental organization, private sector entity, philanthropic foundation and/or academic institution prior to engaging with PAHO/WHO.

In view of the foregoing, please answer the following questions:

- Is your entity, or was your entity over the last four years, part of the tobacco or arms industries (as defined above)? Yes ☐ No ☐ Unable to answer ☐

- To the best of your entity's knowledge, is your entity, or has your entity over the last four years, engaged in activities that are aimed at furthering or supporting the interests of the tobacco industry? This includes, but is not limited to, supply contracts, contract work, services and lobbying.
- Yes ☐ No ☐ Unable to answer ☐

- To the best of your entity's knowledge, does your entity currently, or did your entity over the last four years, have any other association or relationship with the tobacco industry (as defined above). This includes in particular investment interests (other than general mutual funds or similar arrangements whereby your entity has no control over the selection of the investments), commercial business interests, the provision or receipt of financial and/or other support. Yes ☐ No ☐ Unable to answer ☐

- If you have answered yes to any of the above or are unable to answer one or more questions, please provide a general statement of explanation.

Please note that PAHO/WHO reserves the right to request additional information from your entity in this regard.

By providing this statement, your entity commits to promptly inform PAHO/WHO of any change to the above information and to complete a new statement that describes the changes.

Signature:_____
(duly authorized representative)

Name and Title of duly authorized representative:_____

Name of entity:_____

Date:_____

PAHO

Pan American Health Organization

World Health Organization

Americas Region

STANDARD OPERATING PROCEDURE

Transfer and Financial Management of Resources for the Procurement of Health Technologies through PAHO Regional Revolving Funds

Operational Procedures for Global Fund Principal Recipient Officers

Publication Date: June 2026

Lead Authors: Nora Giron, Manuel E. Lavayen, Martha Suazo, Scott Shauf, Pamela Alvarez, Christopher Lim

Standard Operating Procedure
Transfer and Financial Management of Resources for the Procurement of Health Technologies through PAHO Regional Revolving Funds

Published: June 2026

Regional Revolving Funds
PAHO/WHO

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Objectives

Financial Management and Operational Setup

Purpose

This Standard Operating Procedure (SOP) outlines the processes governing the transfer, management and reporting of financial resources allocated for the procurement of medicines, medical devices and other health technologies managed by the Pan American Health Organization (PAHO) through its Regional Revolving Funds. The SOP applies to the Principal Recipient (PR), Ministries of Health and implementing partners participating under tripartite agreements with PAHO.

Transfer of Financial Resources to PAHO

Budgeting and funding adequacy

The Principal Recipient (PR) shall transfer funds to PAHO based on the approved Annual Procurement Plan jointly reviewed by the Regional Revolving Funds, the PR and the Ministry of Health. If transferred funds are insufficient to finance the approved procurement plan, the PR must provide the additional resources required to process the corresponding purchase orders.

Designated PAHO account and governing agreements

Transfers shall be made to the PAHO institutional account established for the Regional Revolving Funds, in accordance with the agreements in force with Principal Recipients, including Ministries of Health and Non-State Actor (NSA), including NGOs, academic institutions, private sector entities, and philanthropic foundations.

These transfers shall be executed under tripartite agreements signed by the NGO, the Ministry of Health and PAHO.

Banking information

Transfers shall be made to the following account:

- **Bank**: CITIBANK
- **Address:** 388 GREENWICH ST., NEW YORK, NY 10013
- **Account Name**: Pan American Sanitary Bureau
- **Account Number**: 3615-9769
- **SWIFT**: CITIUS33
- **ABA**: 021000089

The PR must include the reference to the specific account corresponding to the Strategic Fund or Revolving Fund, as applicable.

Grant identification

Each transfer must specify:

- Relevant grant number.
- Internal PAHO account to which funds should be credited.

Confirmation of receipt

PAHO's country office will formally notify the PR regarding receipt and crediting of funds.

Financial Reporting – Year to date Statement of Accounts.

Certified annual financial reports

PAHO will issue certified annual financial reports containing:

- Opening balance.
- Income and expenditure for the reporting period.
- Closing balance.

These reports will follow the standard format provided to Member States (Status Report example in Annex) and will be issued for each specific grant/account. Reports will be published in accordance with the established publication calendar (biannual and annual). PAHO will not issue customised report formats beyond this standard template.

The PR will receive certified financial reports on a biannual basis (covering six-month periods), issued by PAHO's Department of Finance during the month following each reporting period. To align with semi-annual reporting requirements, one certified report will be issued in July (covering the first six months of the calendar year) and another in January (following the closure of the fiscal year).

Purchase order detail

For each purchase order, PAHO will provide itemised information, including:

- Product quantity and cost, and or associated services, when applicable.
- Freight and insurance costs.
- Administrative service fee (4.25%).
- The estimated delivery time, which should fall within the implementation period of the grant

Closure of the implementation period

At the end of the implementation period (typically three years):

- PAHO will close all purchase orders.
- Issue a certified final financial report within four months.
- Reimburse any unspent balance to the PR within six months.
- If a supplier presents a cost estimate indicates that the estimated delivery date (ETA) falls outside of the implementation period, PAHO will notify the Principal Recipient (PR) to inform them and request that they seek approval from the Global Fund. This approval will determine whether the out-of-implementation period delivery is accepted or if alternative actions must be taken.

Reimbursements

Reimbursement conditions

PAHO may process the reimbursement of the available balances in the account of the Principal Recipient (PR) at the end of the year, either upon closure of the grant or at the PR's request, provided that all purchase orders have been fully closed and all related expenditures have been duly settled.

This provision applies both to completed processes and to cases in which the PR requires the early return of unutilised funds.

Formal request

To initiate the reimbursement process, the PR shall submit a formal written request to PAHO, clearly specifying the following banking information:

- Type of account.
- Country.
- Bank code.
- Name of the bank.
- Bank identification code / SWIFT.
- Account number.
- Name of the account holder (if applicable).

The request shall be submitted through the official channels established for financial coordination under the project.

Nature of remaining balances

Remaining balances eligible for reimbursement may arise from:

- Savings generated during the procurement process, resulting from operational efficiencies, price variations, or optimisation of volumes.
- Purchase orders that were not completed, whether due to cancellation, adjustments in programmatic needs, or other duly justified operational circumstances.

Banking Fees

Any banking fees or charges associated with the reimbursement transfer shall be borne by the PR. PAHO will not cover financial costs related to the execution of such transfers.

Strategic Fund

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Washington, DC 20037,
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PAHO

Pan American Health Organization

World Health Organization

Americas Region

Pan American Health Organization
World Health Organization
REGIONAL OFFICE FOR THE Americas

525 TWENTY-THIRD STREET, N.W., WASHINGTON, DC 20037, U.S.A. TELEPHONE (202) 974-3000

Revolving Fund for Strategic Public Health Supplies

BOL915 - Account name - Country

Status Report From January 1, 2026 Through December 31, 2026

(Expressed in USD Dollars)

SUMMARY

Balance (due) available as of	January 1, 2021	0.00
Plus: Receipts		0.00
Less: Invoices		0.00
Total - Balance (due) available to date		**0.00**
Less: Orders in Process		0.00
Estimated Balance (due) available including orders in process		**0.00**

DETAILS

Balance (due) available as of January 1, 2021 **0.00**

Receipts:

DATE	DESCRIPTION	AMOUNT
		0.00
Total Receipts:		**0.00**

Invoices:

DATE	INVOICE	PURCHASE ORDER	QUANTITY	PRODUCT	AMOUNT
Total Invoices:					**0.00**

Orders in Process:

	PURCHASE ORDER	QUANTITY	PRODUCT	AMOUNT
Total Orders in Process:				**0.00**

Finance Officer

PLEASE BE REMINDED THAT PAYMENT IS DUE WITHIN 60 DAYS OF THE INVOICE DATE.
ANY INVOICES EXCEEDING 60 DAYS ARE CONSIDERED PAST DUE.

Strategic Fund

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