

UNIVERSITY OF NAIROBI
ESTATES DEPARTMENT
INTERNAL MEMO

FROM: Estates Manager

DATE: March 18, 2017

TO: Finance Officer

REF: UON/CA/EST/3/2/2017

**PAYMENT OF MARCH WATER BILLS TO NAIROBI WATER & SEWERAGE COMPANY
FOR UON ACCOUNTS – KSHS.8, 064,303.90**

Please arrange to process payment of the attached water bills amounting to **Kshs 8, 064,303.90/=** to the *Nairobi Water and Sewerage Company (NWSC) being water consumed during the period ending March, 2017.*

Generally there was a decrease of ksh **1,149,771.75** compared to the month of February

Kindly expedite the process so as to remit payment on time to avoid any possible disconnection.

TRACISIO M. THUITA
ESTATES MANAGER

Encls

Pkm/mo