

Transfer order

To: Financial and Internal Control Department (FRIC)
From: Programme Department (PRO)
Date:

Project number:	
Project name:	
Partner organisation name:	
Partner's address and phone:	

The following requirement should be checked before a new instalment is paid to a partner (Advisor: please tick off or fill in):

Reporting for previous year:

Annual Report approved	Yes	No
Annual Financial Statement approved	Yes	No
Audit Report approved	Yes	No

Current year:

Agreement signed	Yes	No
Payment schedule established	Yes	No
Number of quarterly financial reports delivered		
Payments after June: Half year report received	Yes	No
Payments after June :Auditor for current year approved	Yes	No

Last year's carry over according to books:	
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Planned transfers for the year (acc. to original transfer plan) - amounts:

1. inst	2. inst	3. inst	4. inst
5. inst	6. inst	7. inst	8. inst

Actual transfers to date (during the current year) - amounts (including current instalment):

1. inst	2. inst	3. inst	4. inst
5. inst	6. inst	7. inst	8. inst

Transfer order form

References for transfer:	Current partner agreement dated:
	Original approved plans/budget dated (current year):
	Approved revision of plans/budget dated (current year):
	Request letter from partner for this transfer dated:

Transfer:	Currency:	Amount:
Mode of transfer State: cheque, bank transfer etc.		

Receiving partner's bank Acc.name, acc.no and bank's address	
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Signature of responsible advisor (and date)

Signature of PRO department head (and date)

For FRIC-dept only:

Transfer request sent to bank (date):	
Cheque sent to partner (date):	
Charged to debtor's acc (number/name):	

Signature FRICM (and date)
