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## Checklist for Fund Transfer and Report on FACE

Type: Advance

Name of the Project Strengthening PDC Project 00095722 IP: Planning & Development Commission

Description	Verified by Program	Verified by PMSU	Verified by Finance	If No explain why
	YES/NO	YES/NO	YES/NO	
Original Cover letter and FACE properly completed	NO	NO		Telecommuting due to the COVID 19. Scanned version available
The activities, budget and amount correctly completed on the space provided in line with AWP	Yes			
FACE & Cover letter properly signed and stamped by the authorized signatory indicating the authorized bank details	Yes	Yes		
Ensured that 80% of the prior quarter advance and 100% of all earlier advances have been liquidated, reported and recorded	Yes	Yes		
The IP has been micro assessed and the risk for fund transfer is acceptable	Yes	Yes		
Prior period expenditures duly filled indicating remaining balance	Yes			New Request
Standing note to file attached if the FACE is scanned copy	NA	NA		
Budget breakdown for expenditure attached	NA			New Request
Checked COA for mismatch in recording	Yes	Yes		
Required supporting documents are attached for Direct payment and reimbursement (Pre-approval, contract document, invoice, vendor details, etc.)	NA	NA		
FACE indicate beginning balance or remaining balance in the authorized amount column	Yes	Yes		
The exchange rate for the period correctly calculated for advances	Yes	Yes		
Duly completed checklist from Programme and PMSU attached				
Athematic accuracy checked and verified				
Any approved exception ( if any)				

Signature by Program : Haile Kibret  
Haile Kibret

Date : 18/08/2020

Signature by PMSU: Bezabih Abebe  
Bezabih Abebe

Date : 18/08/2020

Signature by Finance \_\_\_\_\_

Date: \_\_\_\_\_

Reason if Rejected:

