



Educational
Support to
Children of
Underserved
Populations
(ESCUP)

SEPTEMBER 2005



USAID
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Grant Disbursement Guidelines



ESCUP partners include:

American Institutes for Research (AIR)

World Education, Inc.

Kampuchean Action for Primary Education (KAPE)

CARE

U.S. Agency for International Development
Cooperative Agreement No. GDG-A-00-03-00006-00
Associate Cooperative Agreement No. 442-A-00-05-00004-00

**Grant Disbursement Process
Workshop for all ESCUP supported clusters**

AGENDA

Time	Topic
07.30 - 07.40	Introduction
07.40 - 08.00	Explanation key terms used in budget management
08.00 - 08.40	Discussion of possible problems that can occur in the Grant Disbursement process
	Grant Disbursement process
08.40 - 08.50	Step 1. Preparation of budget plan and budget request
08.50 - 09.10	Step 2. Submission of budget request to ESCUP
09.10 - 09.30	Step 3. Disbursement procedures
09.30 - 09.45	Break
09.45 - 11.05	Step 4. Record and receipt keeping
11.05 - 11.30	Step 5. Reimbursement procedures

Grant Disbursement System

I- Planning

LCSC shall meet every month to estimate the cost of activities according to the annual plan.

Signatures of people below shall be needed in order to attest the participation.

1. Cluster director
2. CEFAC/ Community Representative (Community)

A copy of request for grant fund shall be presented to DOE

II- Submission of Grant Request to ESCUP

Grant fund request shall be submitted to Provincial Coordinator in the 4th week after the receipt of the fund in the previous month. Field Coordinator will assist in all disbursements. Forms below must be presented to ESCUP before grant fund can be disbursed to clusters.

- A- Cash advance request for the next month
- B- Advance reconciliation forms
- C- Receipts of expenses in the previous month

Note: The next grant disbursement can only occur after the clearing of advance in the previous month.

III- Disbursement of grant fund

- Grant disbursement is by check (in Kratie). Cambodian ID card of a designated Cluster Representative is required to present at the bank for cashing the check. Disbursement will be made by cash in Mondol Kiri due to absence of bank system. Each cluster shall produce a list of 4 designated people 2 of which are representatives from the schools and other 2 are representatives from the cluster community.
- Cluster representatives should not travel alone to receive fund. At least 2 people are required from each cluster when they come to receive fund. One of those 2 representatives comes from the school and the other from the community. World Education will reimburse all travel costs.

IV- Purchasing

- 1- Purchasing shall be done by committee
- 2- To the extent possible, each cluster should have designated purchaser(s)
- 3- Large scale purchasing (over \$50 per item), quotation must be obtain from 3 shops.
- 4- Receipts must be obtained from service providers once expenses occurred. Names and signatures of suppliers/service providers and buyers are required.

V- Filing the receipts

Receipts must be filed in chronological order (the latest comes on the top). School directors within the cluster will sign the approval on each receipt.

VI- Clearing of Advance

Clearing of advance must be done the same time when the request for the next grant fund is made (the 4th week after the receipt of fund). This is expected to happen in the last two working days of each month in Kratie, while the first two working days of each month in Mondul Kiri. **This can be flexible.**



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Cash advance request

Request Agency.....

Program/Project Title.....

Purpose of request.....

Location.....

.....

Period from...../...../..... To/...../.....

Total USD

Request.....

Payee.....

.....

Payer.....

..

For ESCUP only

No.	Activity Description	Amount Requested	Amount Approved	Budget-Code
	Total			



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<p>.....</p> <p>_____ / /</p> <p>_____</p>	<p>Approved by Provincial Coordinator</p> <p>_____</p> <p style="text-align: center;">Date</p> <p>_____ / /</p>
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Advance Reconciliation Form

① Name of institution: _____	② Program Title: ESCUP
③ Adv No: _____	④ Date: _____ / _____ / _____
⑤ Paid by: _____	⑥ Received by: _____

Date	Rpt No	Description	Amounts Rec'd	(US) Expense	(US) Balance
			\$	\$	\$