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Bishkek, Kyrgyzstan

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**Human Resources Office**

Chyngyz Shamshiev\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President/ Chief Operating Officer

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Summer School payment**

Kindly ask your permission to pay for the following faculty and staff members **for work at Summer Schoo**l-20\_\_ of AUCA:

**NBKR rate: $1=\_\_\_\_\_\_\_\_\_\_\_**(by Finance Office)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **№** | **Course ID** | **Course name** | **Instructor name** | **Total # of students** | **Total income\*\*** | **Budget line** | **Budget sub-line** | **Base salary rate (net)** | **Summer school salary rate (net)** | **Base salary rate (gross)** | **Summer school salary rate (gross)** | **17,25 %** | **Total** |
| *To be filled in by Finance Office after submission by Initiator\** | | *To be filled in by Finance Office after submission by Initiator\** | | | |
| *All amounts should be in KGS* | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | | | | | | | | | **Total** | | |  |

**Summer School 20\_ \_ - Staff payments (net)** *to be filled in by Initiator\**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| # | **Name** | **Budget line** | **Budget sub-line** | **Summer School salary, KGS (net)** | **Summer School salary, KGS (gross)** | **17,25 %** | **Total** |
| *To be filled in by Finance Office after submission by Initiator\** | | *All amounts should be in KGS* | *To be filled in by Finance Office after submission by Initiator\** | | |
|  |  |  | |  |  |  |  |
| **Total** | | | | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Initiator: Director of AUCA Summer School** | | | |
| **Name** | **Position** | **Signature** | **Date** |
|  |  |  |  |

**\*\* Attached report of Summer School 20XX of AUCA**

**Received by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **Name** | **Position** | **Signature** | **Date** |
|  |  | HR Coordinator |  |  |

**Approved by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **Name** | **Position** | **Signature** | **Date** |
|  |  | Accountant |  |  |
|  |  | Deputy Financial Director/ Chief Accountant |  |  |
|  |  | Financial Director / Financial Analyst |  |  |
|  |  | HR-Director |  |  |