7/6 Aaly Tokombaev, 720060,

Bishkek, Kyrgyzstan

инн 01407199310022 | 999 УККН

www.auca.kg

**Human Resources Office**

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

Vice President/ Chief Operating Officer

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

**Stipend Payment**

**(Only for Administrative Budgets/Grants)**

Kindly ask your permission to pay stipend (for charitable purpose) to the following student(s):

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **№** | **Name** | **ID** | **International(I) /Local (L)**  | **Program**  | **Grant(s) name\*** | **Budget line**  | **Budget sub-line** | **Subtotal, (gross)**  | **2,25 %**  | **Total** |
| *To be filled in by Finance Office after submission by Initiator.**All amounts should be in KGS* |
| **USD** | **KGS** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **TOTAL** (*To be filled in by Finance Office)* |  |

|  |
| --- |
| **Initiator:Head of Administrative Offices, Grant’s Coordinator** |
|  **Name** | **Position** | **Signature** | **Date** |
|  |  |  |  |

|  |
| --- |
| **Approved by Direct Supervisor** |
| **Name** | **Position** | **Signature** | **Date** |
|  |  |  |  |

**Received by:**

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

**Approved by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **Name** | **Position** | **Signature** | **Date** |
|  |  | Accountant |  |  |
|  |  | Senior Accountant (if expenses are covered by grant)\* |  |  |
|  |  | Deputy Financial Director /Chief Accountant |  |  |
|  |  | Financial Director / Financial Analyst |  |  |
|  |  | Grants Office Specialist (if expenses are covered by grant)\* |  |  |
|  |  | Grants Financial analyst (if expenses are covered by grant)\* |  |  |
|  |  | Director of Grants Coordination Office (if expenses are covered by grant)\* |  |  |
|  |  | HR Director |  |  |