

7/6 Aaly Tokombaev, 720060,

Bishkek, Kyrgyzstan

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**Human Resources Office**

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

Vice President/ Chief Operating Officer

Chynarkul Ryskulova \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President of Academic Affairs

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

**Payment for Individual Course**

Kindly ask your permission **to pay to the following faculty member for the individual course** “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”:

*(Name of the course)*

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **№** | **Name** | | **Position** | **Program** | **Grant(s) name\*** | **Budget line** | **Budget sub-line** | **Amount received for the course** | **Salary for the individual course, (gross)** | **2,25 %** | **Total** | **Net Revenue** |
| *To be filled in by Finance Office after submission by Initiator.* | | | | |
| *All amounts should be in KGS* | | | | |
|  |  | |  |  |  |  |  |  |  |  |  |  |
|  | | **TOTAL** (*To be filled in by Finance Office)* | | | | | | | | |  |  |

|  |  |  |
| --- | --- | --- |
| **List of students** | | |
| **№** | **Name** | **ID** |
| **1** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Initiator: Head of Office, Department Chair, Program Director** | | | |
| **Name** | **Position** | **Signature** | **Date** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved by Department Chair, if Initiator is Program Director** | | | |
| **Name** | **Position** | **Signature** | **Date** |
|  |  |  |  |

**Received by:**

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

**Approved by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **Name** | **Position** | **Signature** | **Date** |
|  |  | Accountant |  |  |
|  |  | 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 |  |  |