7/6 Aaly Tokombaev, 720060,

Bishkek, Kyrgyzstan

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**Human Resources Office**

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

Vice President/ Chief Operating Officer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President of Academic Affairs

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

**Financial Assistance**

**(Faculty / Office managers / Academic Offices (WARC, CTLT, Academic Advising Center, Registrar Office))**

Based on the Article 3.6 of the AUCA Faculty and Staff Handbook, I kindly ask you **to pay a financial assistance** to the following employee(s):

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **№** | **Name** | **Position** | **Program /** **Office** | **Reason for financial assistance** | **Grant(s) name\*** | **Budget line** | **Budget sub-line**  | *To be filled in by Initiator* | *To be filled in by Finance Office after submission by Initiator* |
| **Subtotal (net)** | **Subtotal (gross)** | **17,25%** | **Total** |
| *All amounts should be in KGS* |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **TOTAL** (To be filled in by Finance Office) |  |

|  |
| --- |
| **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 |  |  |
|  |  | Chief Accountant  |  |  |
|  |  | Deputy Financial Director / Head of Accounting |  |  |
|  |  | Senior Financial Analyst/ Financial Analyst |  |  |
|  |  | Grants Office Specialist (if expenses are covered by grant)\* |  |  |
|  |  | Deputy Director of Grants Coordination Office (if expenses are covered by grant)\* |  |  |
|  |  | Director of Grants Coordination Office (if expenses are covered by grant)\* |  |  |
|  |  | HR Director |  |  |