7/6 Aaly Tokombaev, 720060,

Bishkek, Kyrgyzstan

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www.auca.kg

**Human Resources Office**

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

Vice President/ Chief Operating Officer

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

Vice President of Academic Affairs

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

**State Exam Payment**

Kindly ask your permission to pay to the following AUCA faculty and office managers **for conducting State Attestation Committee** (AUCA pays 5 USD / per hour (net)).

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **№** | **Name** | **Position** | **Program**  | *To be filled in by Initiator\** | *To be filled in by Finance Office after submission by Initiator* |
| **Grant(s) name\*** | **Budget line** | **Budget sub-line** | **Subtotal per faculty (net) (Number of hours\*5 USD)** | **Subtotal per faculty****(gross)** | **17,25 %** | **Total per faculty** |
| *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 |  |  |