

**EDUCATION TO WORK TRANSITION PROJECT**

**GRANT TRANCHE PAYMENT REQUEST FORM**

**Grant Name.:**

**Grant No.:**

**Date:** dd/mm/yy

**Grantee Name:**

**Grant Activity Title:**

**Tranche Payment Elements**

Tranche Payment #	Milestone Description	Requested Amount (USD)	Actual Expenditure Amount (USD)	Balance(Received-Actual) (USD)
	-			

Submitted for Payment—The above presented tranche payment milestone has been achieved in accordance with all terms and conditions stated in the Grant Implementation Agreement and all incorporated documents, including the approved implementation and financial plans. Furthermore, the amount of the tranche payment requested is consistent with actual expenditures in activity implementation, in accordance with the attached financial report.

**TEI's Agent** \_\_\_\_\_ **Date** \_\_\_\_\_

**TEI's Agent** \_\_\_\_\_ **Date** \_\_\_\_\_

**Certified**—I have reviewed the above Tranche Payment Elements and have found them to be accurate and complete with respect to my grant file records. My last grantee monitoring was on \_\_\_\_\_. Based on the information collected at that time, and as documented in the attached progress report, it is fair and reasonable to assume that the milestone has been achieved as specified in the grant agreement.

**Coordinator** \_\_\_\_\_ **Date** \_\_\_\_\_

Financial Officer _____	PCU Director _____
Reconciled	Approved
Total Grant USD _____	
Cumulative Payments USD _____	(inclusive of this tranche)
Balance USD _____	