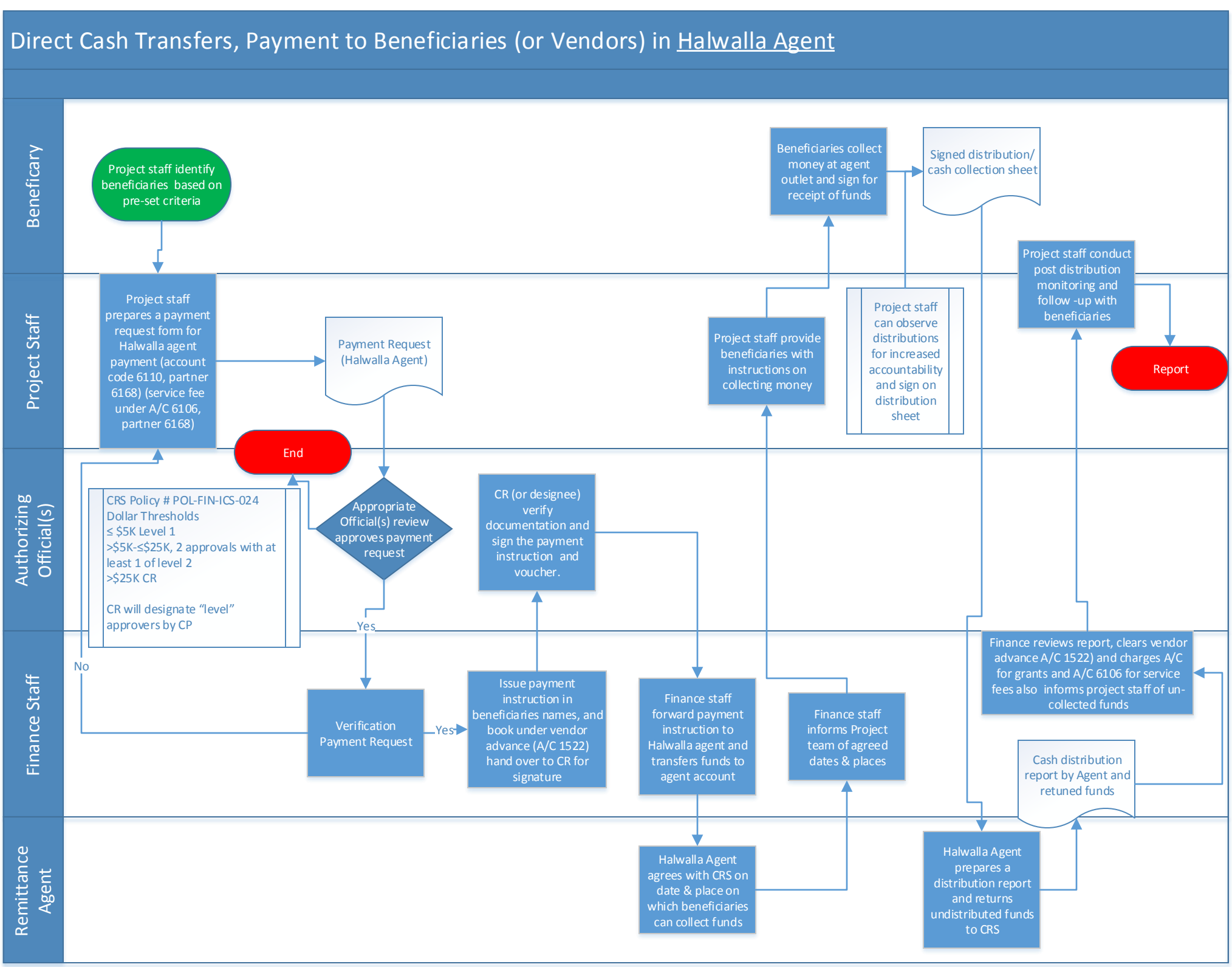
Direct Cash Transfers, Payment to Beneficiaries (or Vendors) in Halwalla Agent
Beneficary
Project Staff
Authorizing Official(s)
Finance Staff
Remittance Agent
Project staff identify beneficiaries based on pre-set criteria
Project staff prepares a payment request form for Halwalla agent payment (account code 6110, partner 6168) (service fee under A/C 6106, partner 6168)
Payment Request (Halwalla Agent)
End
CRS Policy # POL-FIN-ICS-024
Dollar Thresholds
≤ $5K Level 1
>$5K-≤$25K, 2 approvals with at least 1 of level 2
>$25K CR
CR will designate "level" approvers by CP
Appropriate Official(s) review approves payment request
Yes
No
Verification Payment Request
Yes
Issue payment instruction in beneficiaries names, and book under vendor advance (A/C 1522) hand over to CR for signature
CR (or designee) verify documentation and sign the payment instruction and voucher.
Finance staff forward payment instruction to Halwalla agent and transfers funds to agent account
Halwalla Agent agrees with CRS on date & place on which beneficiaries can collect funds
Finance staff informs Project team of agreed dates & places
Project staff provide beneficiaries with instructions on collecting money
Beneficiaries collect money at agent outlet and sign for receipt of funds
Project staff can observe distributions for increased accountability and sign on distribution sheet
Signed distribution/ cash collection sheet
Halwalla Agent prepares a distribution report and returns undistributed funds to CRS
Cash distribution report by Agent and retuned funds
Finance reviews report, clears vendor advance A/C 1522) and charges A/C for grants and A/C 6106 for service fees also informs project staff of un-collected funds
Project staff conduct post distribution monitoring and follow -up with beneficiaries
Report