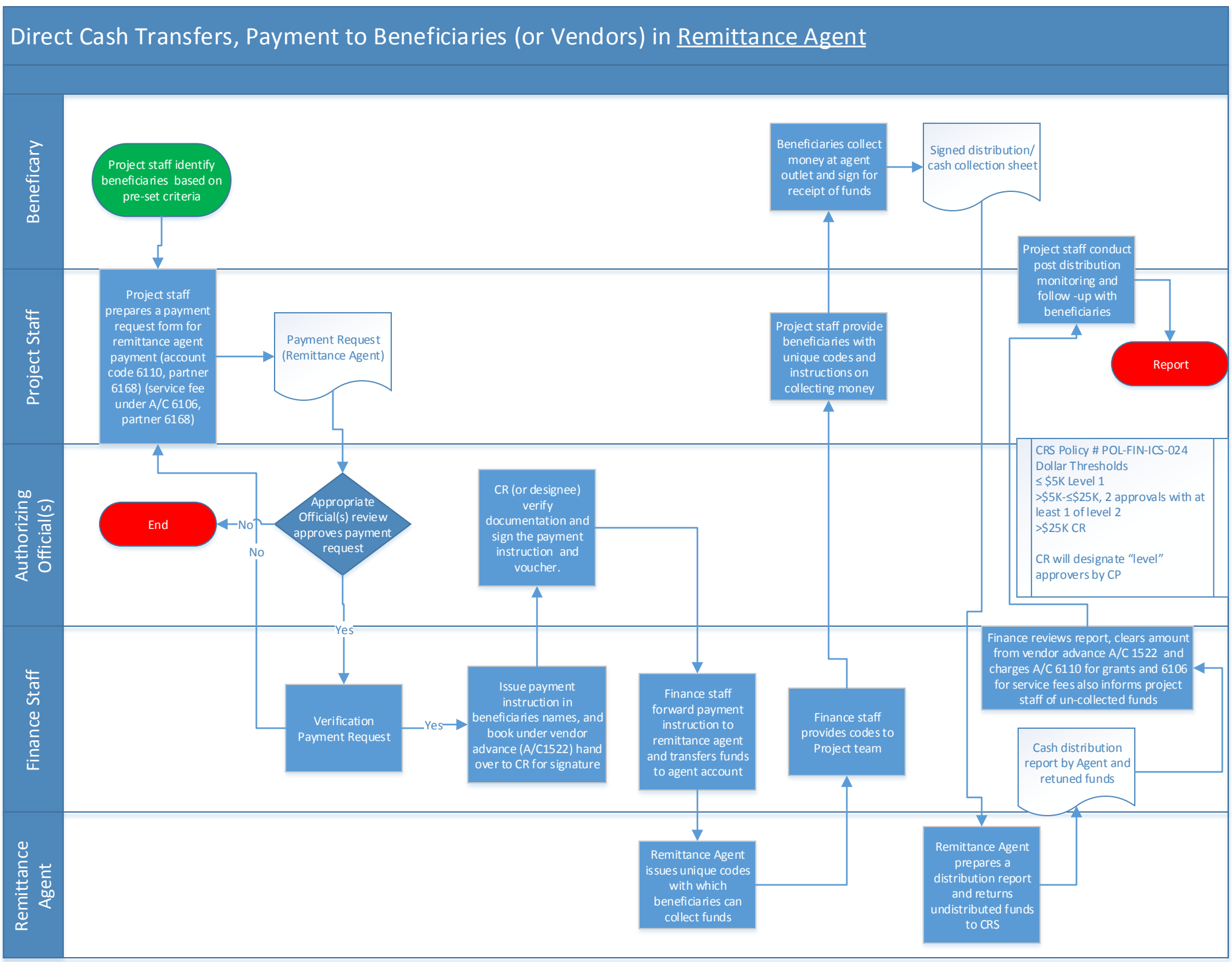
Direct Cash Transfers, Payment to Beneficiaries (or Vendors) in Remittance Agent
Beneficary
Project Staff
Authorizing Official(s)
Finance Staff
Remittance Agent
Project staff identify beneficiaries based on pre-set criteria
Project staff prepares a payment request form for remittance agent payment (account code 6110, partner 6168) (service fee under A/C 6106, partner 6168)
Payment Request (Remittance Agent)
Appropriate Official(s) review approves payment request
No
End
No
Yes
Verification Payment Request
Yes
Issue payment instruction in beneficiaries names, and book under vendor advance (A/C1522) hand over to CR for signature
CR (or designee) verify documentation and sign the payment instruction and voucher.
Finance staff forward payment instruction to remittance agent and transfers funds to agent account
Remittance Agent issues unique codes with which beneficiaries can collect funds
Finance staff provides codes to Project team
Project staff provide beneficiaries with unique codes and instructions on collecting money
Beneficiaries collect money at agent outlet and sign for receipt of funds
Signed distribution/ cash collection sheet
Remittance Agent prepares a distribution report and returns undistributed funds to CRS
Cash distribution report by Agent and retuned funds
Finance reviews report, clears amount from vendor advance A/C 1522 and charges A/C 6110 for grants and 6106 for service fees also informs project staff of un-collected funds
Project staff conduct post distribution monitoring and follow -up with beneficiaries
Report
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