# **Annex 9. Template for Budget Request**

**BUDGET REQUEST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Code:**  |  |  |  | **Date** |  |
|  |  | **Ref. Number** |  |
| **Project Title:** |  |

1. Information of Budget Request

|  |  |
| --- | --- |
| Requesting Period | January – June 2018 |
| Requested amount |  |
| Bank Name |  |
| Address |  |
| Swift code |  |
| Account Name |  |
| A/C No. |  |
| Customer ID (if applicable) |  |
| Currency |  USD |

1. Budget Status

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Project Budget (A)** | **Total Budget Transferred from the Secretariat (B\*)** | **Budget****Requested (C)** | **Remaining Project Budget (D = A-B-C)** |
|  |  |  |  |

*(\*Note: Please indicate the amount on the basis of the Secretariat’s remittance amount)*

1. Attachment: approved annual work plan and budget