

ENVIRONMENTAL FOUNDATION OF JAMAICA
DISBURSEMENT REQUEST

Grantees are required to fill out the disbursement request form below to facilitate preparation of cheques. If this is not your first disbursement request for this grant you are advised to ensure that required interim reports have been submitted and copies of invoices and receipts are attached.

Please note that according to the grant agreement, if it is necessary to make changes to the budget approved by EFJ, approval must be requested and obtained in writing for any changes in expenditure exceeding 10% or for line items not included in the approved budget. Grantees must also note that a written request for the use of contingency funds must be submitted to and approved by the EFJ before those funds are committed or used.

TO: PROGRAMME MANAGER

DATE:

We hereby request that EFJ make a disbursement for the following project:

Name of Project	Project identification #
Name of Organisation	Disbursement No.
Name of Representative	Tel No:
Address:	Alternate No:

Total grant approved \$J _____	Total Now Requested: J\$ _____
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Previous Disbursements

Date of disbursements	Amount Disbursed J \$
Total Amount Disbursed to Date	\$ -

