**Procedure III**

 **Form C**

TO: Caribbean Development Bank Date

 P.O. Box 408 Grant No.

 Wildey

 St. Michael

 **BARBADOS, W.I**.

Dear

 We attach hereto supporting documents for **$ …………………………** of the float of **$...................................**obtained on Application No.  **.**  Procedure III (i) \*hereby leaving an amount of **$...............................** still to be documented/hereby fully documenting the said "float".

 The undersigned hereby certifies that such expenditures were made for the purposes specified in the said Grant Agreement; the goods and services so purchased are appropriate for such purposes, the cost and terms of purchase thereof are reasonable, and none of the expenditures were in the territories of any country which is ineligible for procurement according to the said Grant Agreement.

 The undersigned further certifies that none of the expenditure now presented has been otherwise charged against the Account; furthermore, the undersigned has not obtained and will not obtain funds for such purposes out of the proceeds of any other Grant, credit or grant available to the undersigned, other than such short-term Grants or credits (if any) established in anticipation of the "float" against which these documents are presented and have been repaid pro tanto with the funds made available by the said "float".

 The documentation attached includes signed and numbered summary sheets.

 (Name of Beneficiary)

 per: Authorised Representative(s)

 (Name in Block Capitals)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature(s)

|  |
| --- |
| **STATEMENT OF EXPENDITURE SUMMARY SHEET** |
| 1. **For the Period\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 |
|  |  |  |  |  |  |  |  |  |  |  | 1. **Date**
 |
|  |  |  |  |  |  |  |  |  |  |  | 1. **Grant/Grant No.**
 |
|  |  |  |  |  |  |  |  |  |  |  | 1. **Summary Sheet No.**
 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** |
| **Item No.** | **Supplier/Contractor/Consultant (Name & Address)**  | **Description** | **Country of Origin of Goods/Services** | **Contract Reference No.** | **Invoice Date or Progress Certificate Date** | **Date of Payment** | **Contract Value**  | **Banks Share of Contract** | **Amount Previously Paid**  | **Amount charged to the DA** | **Evidence of Payment Submitted** | **Remarks** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |  |   |  |  |
|   |   |  |  |  |  |  |  |  |  |   |  |  |
| **18. Total on this Page**  |  |   |   |   |   |   |   |   |   |  |   |   |
| **19. Balance from the previous page**  |  |  |  |  |  |  |  |  |  |  |  |  |
| **20. Cumulative Total**  |  |  |  |  |  |  |  |  |  |  |  |  |
| The above are the details of the amounts referred to in the said Application. |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |  |  |  (Beneficiary)  |
|  |  |  |  | Per authorized representatives: |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |  |  |  (Name) Block Capitals |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Signatures: |  |  |  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**NOTES FOR COMPLETION OF STATEMENT OF EXPENDITURE SUMMARY SHEET**

1. Period for which the report covers.
2. Date on which the form was completed by the Recipient.
3. The Grant/Grant Agreement number which is marked on the cover page of the Grant/Grant Agreement.
4. Each SOE should be numbered in ascending order
5. All document items (invoices, contracts, receipts, etc.) should be number and presented in the same order as they appear on the Summary Sheet(s).
6. Name and address of contractor, Supplier or consultant as presented in the contract/purchase order.
7. Brief description of goods, works or services.These goods, works or services should correspond to the details provided in the contract or other documents.
8. The country of origin of goods/services on the invoice or detailed account.
9. Indicate the reference number of the contract or purchase order.
10. Indicate date the Invoice or Progress Certificate Date was issued
11. Indicate the date payment was made
12. Indicate the total amount of the contract or purchase order.
13. Indicate the total amount of the CDB’s share of the total contract value.
14. Total amount previously paid/disbursed.
15. Amount charged to the DA
16. If payment is in cash, attach the receipts. With respect to check or payment advice, indicate the check or advice number. Receipts from beneficiaries should bear their official stamps. Indicate if payment made by wire transfer,
17. Remarks
18. Indicate the total amount of payments on this page.
19. Indicate the total balance on the previous page.
20. Indicate the cumulative total balance of all the pages of the Statement of Expenditure for expenditure category.