**MEMORANDUM**

To: Mrs. Mary Balbirsingh

 Senior Financial Manager

Projects Section, Bursary

From: [insert project leader’s name or the name of other previously authorized person]

 [insert position]

Date: [insert date]

**Subject: RDI Fund Project Payment Request for [insert expenditure type]**

**Project Management Details:**

|  |  |
| --- | --- |
| **Project Team Leader** | [insert name] |
| **Project Title** | [insert title] |
| **Fund** | 26607 |
| **Project Account Number** | [insert account number] |

I would like to request payment from the above mentioned account to [insert recipient] in the amount of [insert expenditure amount] for [insert detail on reason for expenditure]. This item should be deducted from [insert line item description] in budget category [insert budget category] from my approved budget. This expenditure is in keeping with the RDI Fund operational guidelines on expenditure [if it is not, state this and indicate that approval has been expressly granted by the RDI Fund Technical Committee]. Please refer to the attached correspondence [remember to include all relevant documents inclusive of quotations, invoices, wire transfer information, memos from the RDI Fund Secretariat].

Kindly note this request. Should you have any questions or require clarification, please contact [insert relevant contact person and information].