

FUNDS TRANSFER REQUEST FORM



Project Number _____

Date: ____/____/____

Brief Description of what the funds / payment is to be used for:

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Payment Details

Amount to be transferred (Please indicate if not AUD)	Currency
Currency in destination country:	
Account Number:	
Account Name:	
Name of Bank:	
Bank Address:	
Bank Swift Code or IBAN Number:	
Beneficiary Name:	
Beneficiary Address:	

Payment Artefacts

Invoice or Quotation Attached:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Relationship of Payee to the Project:						
If the "Payee" is an individual, is Payee a member of the Project team:	<input type="checkbox"/>	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is an MOU or other documentation on file between the Payee entity and the Project:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Is the Project Audit Reporting up to date:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		

Declaration

<p>I Declare</p> <ol style="list-style-type: none"> 1. That I have no conflict of interest with the payment and the requested project payment will be spent in a manner that is consistent with the purpose and objectives of the above project and as determined by RAWCS project registration criteria. 2. The requested project payment is NOT for any purposes prohibited by RAWCS policy. 3. The six monthly RAWCS project report will be completed and lodged on time. 4. All reasonable steps have been taken to minimize any risk of corruption, fraud, bribery, money laundering, terrorist financing, modern slavery or other financial impropriety by all involved in the project delivery overseas including employees, volunteers and third parties. 5. In accordance with RAWCS policies, all reasonable steps have been taken that minimizes the risk of the exploitation or abuse to vulnerable individuals, including children, who may be unable to care for or protect themselves.
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<p>Signed Project Manager _____</p> <p>Full Name (Print) _____</p> <p>Date ____/____/____</p>	<p>OFFICE USE</p>
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Email the signed and completed form to the RAWCS National Admin Officer - Pauline Lane (pauline.lane@rawcs.org.au) or RAWCS National Operations Manager - Belinda Griffen (belinda.griffen@rawcs.org.au) together with the invoices and/or supporting documents.

RAWCS compliance with the Australian Charities & Not for Profit Commission's [ACNC] External Conduct Standards is a condition of ACNC registration. As such, ALL projects must also comply.