

Instructions:

1. Copy the entire contents of this page to a local word document. (select all > ctrl C > ctrl V)
2. All fields are mandatory, unless instructed otherwise.
3. Complete Part I. Then, complete **only one** of Parts II and III.
4. Make sure the checklist has been reviewed by **both** the chapter treasurer and project steward.

If (and only if) all the above are done, please send the checklist (as a word doc/pdf attachment) to treasurer@ashanet.org. The checklist **MUST be submitted by the chapter treasurer ONLY**. And finally, please do **NOT** copy project partners on funds disbursement request emails.

Part I: Project Information

All rows must be filled, unless there is an exception.

1	Date of this request	
2	Project Name	(exactly as it appears on the project website)
3	Chapter	(for WAH funding, write "WAH")
4	Project Website	e.g., http://www.ashanet.org/projects/project-view.php?p=807
5	Amount (in USD)	(must be an integer, no cents please!)
6	Treasury checks: Updates to financials and FCRA.	
	Funds to be sent updated in chapter financials? (must be in USD)	<p>The only acceptable answer is "yes". But, please don't write "yes" blindly, make sure you update your financials and then write "yes".</p> <p>The treasurer needs to update the financials (in Google spreadsheets http://docs.google.com/a/ashanet.org) - please enter the funding in the projects tab of that spreadsheet and carry over to summary tab. Note that you need to have a separate row on the summary tab corresponding to each transaction.</p> <p>Exception: Ignore this row if row 3 says WAH, or any non-US chapter.</p>
	Description	Note: You'll need to write specifically what this particular funding will be used for (e.g. Construction of school building, nutrition expenses for 200 kids, etc.). Do not copy-paste the general

		description text from the project website. Restrict to 2-3 sentences.
	Updated the address and description on the projects tab of the financial?	The only acceptable answer is "yes". But, please don't write "yes" blindly, make sure you update your financials and then write "yes". For the description part, you may just copy and past what you just wrote above. Exception: Ignore this row if row 3 says WAH, or any non-US chapter.
	FCRA? (Y/N/number)	e.g., Yes, FCRA # 075900527. Note: We cannot send money to organizations without FCRA clearance.
	Is this a new project? (yes/no)	Write "No" only if either your chapter or some other chapter of Asha has sent money to this project in the past. If you reply "yes", you will need to send a scanned copy of the project FCRA certificate at the time of submitting you checklist.
	If this is an old project, is the DD mailing address (mentioned in Parts II or III) same as what was reported last time when the funding was requested?	Note: ICICI stores the address and sends the DD automatically where it was sent last time. If there is a change of address, please notify us here.
7	Projects team checks: Updates to project website.	
	Funds to be sent updated on Asha website? (yes/no)	The only acceptable answer is "yes". But, please don't write "yes" blindly, make sure you update the website and then write "yes". Exception: Ignore this line if line 3 says WAH.
	Proposal for these funds updated to website (give URL or link name)	e.g., Link: http://www.ashanet.org/projects-new/documents/807/proposal_2008-09.pdf e.g., Name: Proposal for 2008-2009
	Approval Minutes uploaded? (give URL or link name)	e.g., http://www.ashanet.org/projects/document-view.php?id=7442 http://www.ashanet.org/austin/minutes_html/04may08.htm
	Site visit in the last 1 year updated to website?	e.g., Link: http://www.ashanet.org/projects-

	(give URL or link name)	new/documents/807/sitevist_apr2008.pdf e.g., Name: Apr 2008 site visit report
8	Contact details (give email addresses)	
	Chapter Treasurer	
	Project Steward	

Part II: Direct money transfer to project partner's bank account. If we're unable to do that for some reason, a rupee DD will mailed to the project partner's address.

Skip this section if you want us to send a DD or check to your project instead. We recommend you to choose this route, if possible, as it generally works out **faster** than sending a DD or a check.

1	Primary Account Holder's Name	If you are routing funds via Asha India, just write "Asha India" here. You do not need to fill out rest of the checklist.
2	Account Number	Note: This account must be an FCRA account. No exception.
3	Account Holder's Bank	e.g. CANARA BANK
4	Location (City/Town)	e.g. NEW DELHI
5	Branch IFS code	e.g. CNRB0000350 Note: This is 11 digit code with first 4 characters (must be alphabets) representing the bank's code. Also, we do NOT need any SWIFT or MICR codes. Please only provide the IFS code.
6	Branch name	e.g. GREENPARKEXTN.,NEW DELHI
7	If receiver banks with ICICI, what kind of account is it? (NRE, FCNR, Resident Saving A/C, NRO etc.)	
8	Receiver's address to send DD to: Please avoid all special characters other than a hyphen (-), comma (,) and a slash (/).	
	Receiver's address line 1	
	Receiver's address line 2	
	City	

	State		
	Pin Code		
9	Receiver's landline phone number	(STD code)	(Tel. No.)
10	(Optional) Receiver's mobile number	Please enter ten digits only.	
11	(Optional) email address		

Part III: Money transfer via ICICI Rupee DD.

Skip this section if you want us to send a check to your project instead. We strongly recommend you to choose this route, if possible, as it generally works out **much faster** than sending a check.

Skip this section if you've already filled Part II.

1	Primary Account Holder's Name	If you are routing funds via Asha India, just write "Asha India" here. You do not need to fill out rest of the checklist.	
2	Bank name	e.g. CANARA BANK	
3	Branch/City DD will be payable at	e.g. NEW DELHI	
4	If receiver banks with ICICI, what kind of account is it? (NRE, FCNR, Resident Saving A/C, NRO etc.)		
5	Receiver's address to send DD to: Please avoid all special characters other than a hyphen (-), comma (,) and a slash (/).		
	Receiver's address line 1		
	Receiver's address line 2		
	City		
	State		
	Pin Code		
6	Receiver's landline phone number	(STD code)	(Tel. No.)
7	(Optional) Receiver's mobile number	Please enter ten digits only.	
8	(Optional) email address		

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