

# Milestone-Based Disbursement Report

**Project Title:** Sample Infrastructure Upgrade  
**Grant/Contract No.:** CN-2024-1810  
**Reporting Period:** Jan 01, 2024 – Mar 31, 2024  
**Prepared By:** Jane Doe  
**Date Prepared:** Apr 05, 2024

## Milestone Completion Summary

Milestone No.	Description	Target Completion	Actual Completion	Status
1	Site Preparation Completed	Jan 31, 2024	Jan 29, 2024	Completed
2	Materials Procured	Feb 29, 2024	Feb 27, 2024	Completed
3	50% Construction Done	Mar 31, 2024	Mar 28, 2024	Completed
4	System Testing and Validation	Apr 30, 2024	-	Pending

## Disbursement Details

Milestone No.	Amount	Date Requested	Date Disbursed	Remarks
1	\$20,000	Feb 01, 2024	Feb 05, 2024	Approved & Released
2	\$30,000	Mar 01, 2024	Mar 04, 2024	Approved & Released
3	\$25,000	Mar 29, 2024	Apr 02, 2024	Approved & Released
4	\$25,000	-	-	Pending
Total:		\$100,000		

## Summary & Comments

The project is progressing as per the scheduled milestones. All disbursements for completed milestones have been processed. The remaining milestone is pending completion and its subsequent disbursement will be requested upon successful achievement and reporting.

## Important Notes

- Milestone-based disbursement ensures funds are released only after measurable progress is made.
- Supporting documentation is required for each milestone completion and related fund request.
- Delays in milestone achievement may result in postponed or suspended disbursements.
- Regular reporting and transparency enhance accountability throughout the project lifecycle.