

Fund Release Approval Memo

Date: 12 June 2024

Memo No.: FRA-045/2024

From: Finance Department

To: Chief Financial Officer

Project/Account: Infrastructure Upgrade Project

Amount Requested: \$85,000.00

Purpose of Fund Release

This memo requests approval for the disbursement of funds amounting to \$85,000.00 towards the ongoing Infrastructure Upgrade Project. The funds are required to settle outstanding supplier invoices and to facilitate procurement of additional materials necessary for the timely completion of project milestones as outlined in the project plan dated 10 March 2024.

Supporting Documents

The following documents are attached for your review:

- Supplier invoices (Ref: SUP/INV/126-128)
- Project milestone progress reports
- Procurement requests and quotations

Recommendation

It is recommended that the requested funds be released to ensure smooth project execution and adherence to approved timelines. Approval of this request will help in avoiding any unnecessary delay and potential penalties.

Prepared By,

John Doe
Finance Manager

Approved By,

Jane Smith
Chief Financial Officer

- This document should be accompanied by all relevant supporting documentation.
- All approvals must be obtained before any fund disbursement.
- Keep a signed copy for audit and compliance purposes.

- Ensure accuracy of all stated amounts and details before submission.