**Urgent Payment Request Humanitarian Aid**

**Pre-Payment[[1]](#footnote-1)**

I herewith approve to transfer the amount of **currency** **amount requested (in words:** **currency** **amount requested)[[2]](#footnote-2)** to CBM partner **name of Partner**. All relevant information on the bank details is documented below[[3]](#footnote-3):

|  |  |  |
| --- | --- | --- |
| Bank Account Details  (Specification of the bank account to which CBM funds will be transferred for the project) | Full Name of the Bank |  |
| Bank’s branch Name/Code |  |
| National Bank Code (SC, IFSC, etc.) |  |
| Bank SWIFT Code |  |
| Bank Address |  |
| Bank City/Country |  |
| Contact Person at the Bank |  |
| Full Name of Account Holder |  |
| Address of Acc. Holder |  |
| City/Country of Acc. Holder |  |
| Account No. |  |
| International bank account number (IBAN Code) |  |
| Currency of Account |  |
| Signatories of the Account |  |
| Vendor No. |  |
|  |  |
|  |  |
|  |  |

Purpose for the payment: “**Project Number** **Project Title**”.

Re-booking of funds in system will be done by **date**.

**Name**, **Position, Division**, **date**[[4]](#footnote-4)

1. Refer to [QPRG - Template Oct 2019 (003), SOP Humanitarian Action.docx](https://cbm365.sharepoint.com/:w:/r/teams/HumanitarianFastTrack/Shared%20Documents/General/Hum%20Process/QPRG%20-%20Template%20Oct%202019%20(003),%20SOP%20Humanitarian%20Action.docx?d=wa57b4cee51a4400883579cf4285d90e7&csf=1&web=1&e=YxSGG7) for process documentation [↑](#footnote-ref-1)
2. Disbursement Currency applies. [↑](#footnote-ref-2)
3. All information in the table is mandatory. If any single information is not applicable, this shall be noted explicitly – please do not leave any box empty. [↑](#footnote-ref-3)
4. Approval as per authority matrix applies. [↑](#footnote-ref-4)