

## Project Completion Check List

Atlas Project IDs00063583 (TMAC)

Project title: Capacity Building Support to Thailand Mine Action Center

I confirm that all of the following matters have been considered and resolved:

x	No outstanding NEX advances – in either local currency or USD
x	No outstanding PDRs
x	No open POs
x	No pending vouchers
x	No pending GMS or ISS charges (if Off-the-top GMS was used, a pro-rata return of GMS based on the balance of unspent funds must be done)
x	No pending GLJEs
N/A	No unapplied deposits or other unrecorded income
N/A	No deposits to be received from donors per signed agreements
x	No AR direct journals in budget error or incomplete status
x	No unrecorded staff related expenses, including separation payments, taxes and retroactive payroll adjustments
x	All assets are transferred or otherwise disposed of
N/A	All project petty cash is cleared
x	No other pending liabilities
x	The CDR for the previous quarter shows zero encumbrances
x	All audit gaps are closed with supporting documentation.
x	The final CDR is signed by UNDP and the Implementing Partner.
N/A	If a cost sharing project, the unexpended balance has been agreed to the general ledger.
N/A	Consultations with donors on the disposition of unexpended cost sharing balances, where required by the contribution agreement, have taken place.
To be processed by HQ for	All refunds to donors have taken place and the project balance is zero.

Verified by Somchai Yensabai Date 5 SEPT 2012

Name: Somchai Yensabai Title Programme Specialist

Acknowledged by Yuxue Xue Date 11/09/2012

Name: Yuxue Xue Title Deputy Resident Representative