

Project Completion Check List

Country Office: Turkmenistan

Project/Output No 00103058 / 00104976

Project Title: "Procurement of health products for Ministry of Health and Medical Industry of Turkmenistan"

√	No outstanding NEX advances – in either local currency or USD
√	No outstanding PDRs
√	No open Purchase Orders
√	No Receipt Accruals
√	No outstanding commitments
√	No pending prepayments and other non PO advances
√	All pre-financing activities have been recovered and/or reimbursed
√	No pending GMS or Direct Project Charging (formerly ISS). (If Off-the –top GMS was used, extra-budgetary income taken must be reconciled to actual expenses/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done.)
√	No pending GLJEs
√	No unapplied deposits or other unrecorded revenue
√	No outstanding Accounts Receivable to be received from donors per signed agreements
√	No AR direct journals in budget error or incomplete status
√	All assets or otherwise disposed of. Asset transfer letters/documents are in place
√	Ensure all transactions for sale/transfer/donation/ <u>disposal etc. of assets</u> have been processed and GMS charged
N/A	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement
√	All projects petty cash is cleared
N/A	Project bank account is fully reconciled and closed
√	All accrued employee benefits are fully accounted
√	No other pending liabilities
√	The CDR for the previous quarter shows zero future expenses (commitments).
√	Final LPAC/ steering committee minutes are available
√	All audit observations are closed with supporting documentation

√	The final CDR is signed by UNDP
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 unexpected cost sharing balances, where required by the contribution agreement, have taken place and are documented in writing
N/A	All refunds to donors have been transferred to Accounts 21030 (Pending Refunds to Donors) and the project balance is zero
N/A	Notify Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement
N/A	Notify the GSSC to close any associated contract in the contracts module
√	All donors reports, as established in the Cost Sharing agreement were submitted and acknowledged receipt by the donor representative

Name Narine Sahakyan

Title UNDP Resident Representative

Signature _____



Date _____

20.01.2022

The check list must be signed by Resident representative/Head of Office or senior official designated by the Resident Representative/Head of Office.