

**Annex 1. Programme-specific Information**

The following information should be completed by the agency country office and be provided to the third party service provider prior to the site visit.

<b>IP name:</b>	
<b>Programme name:</b>	
<b>Programme number:</b>	
<b>Programme background:</b>	
<b>Programme location:</b>	
<b>Programme contact person(s):</b>	
<b>Location of records:</b>	
<b>Currency of records maintained:</b>	
<b>Period of transactions covered by spot check:</b>	
<b>Funds received during the period covered by the spot check:</b>	
<b>Expenditures incurred/reported during the period covered by the spot check:</b>	
<b>Intended start date of the spot check:</b>	
<b>Estimated number of days required for the spot check:</b>	
<b>Recipient of the report:</b>	
<b>Submission deadline (including draft and final reports to local agency management):</b>	
<b>Submission logistics:</b>	
<b>Any special requests to be considered during the spot check:</b>	
<b>Cash transfer modality used by the IP:</b>	