Region of .............................................................................; Department of ...............................................................................

Municipality of: .....................................................................; Distribution site/village/neighbourhood: ...................................

Programme/Project: ................................................................................................................. Project code: ............................

Date: .................................... Person in charge: ............................................................................................................................

**RECORD OF DISTRIBUTION**

of: ...........................................................................................

In the year ...................., on ............./.................., in ........................................................... (Municipality of ....................................... / Department of.............................................) the distribution of food took place within the framework of the project ............................................................................................................

**Distribution details:**

|  |  |
| --- | --- |
| **Number of beneficiary households planned for distribution:** |  |
| **Number of beneficiary households reached:** |  |
| **Discrepancy between number of beneficiary households planned and reached:** |  |
| **Explanation for the discrepancy:** | |
|  | |

**Quantities distributed:**

|  |  |  |
| --- | --- | --- |
| **Items** | **Quantities planned** (note units) | **Quantities distributed** (note units) |
| <item 1> |  |  |
| <item2> |  |  |
| <item 3> |  |  |

The following took part in the distribution: (last name/first name, role/position, signature):

* ............................................................, Organisation/position................................................, Signature.
* ............................................................, Organisation/position................................................, Signature.
* ............................................................, Organisation/position................................................, Signature.
* ............................................................, Organisation/position................................................, Signature.
* ............................................................, Organisation/position................................................, Signature.

In witness whereof, this Record of Distribution is established for all legal intents and purposes.

|  |  |  |
| --- | --- | --- |
| **For the National Society** | **Village Chief** | **For the Group** |

**Approval of the Chairperson**

**Project certification:**

|  |  |
| --- | --- |
| **Certified by:**  Last name / First name:  Organisation:  Role:  Date: ......./............/20.......  Signature: | **Verified by:**  Last name / First name:  Organisation:  Role:  Date: ......./............/20.......  Signature: |