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**COVER LETTER FOR THE SUBMITTION OF THE RENDERING OF ACCOUNTS**

**ANNEX II**

**ORDINANCE NO. 01/2015 OF JUNE 30, 2015.**

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| **PROJECT NAME:** | **CONTRACT NO.:** |
|  |  |

|  |  |
| --- | --- |
| **PERIOD OF RENDERING OF ACCOUNTS** | **TYPE OF RENDERING OF ACCOUNTS** |
| **FROM \_\_/\_\_/\_\_\_ TO \_\_/\_\_/\_\_\_** | **( ) Partial ( ) Final** |

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| **BRIEF REPORT OF PROJECT FULFILLMENT** |
| *This letter must* ***address*** *the following topics:* |
| * Fulfillment of the project according to the contract; * Justification of fulfillment of the project different from that agreed upon in contract; * **In case** of a budget resizing, understood as a change in the project’s total budget value equal or lower than ten percent (10%), the budget spreadsheet executed must be submitted; * In case of a reallocation of expenses between major items/stages, the budget spreadsheet executed must be submitted. * Enter here the evidence (link, photos, videos etc.) of contractually agreed compensations, if applicable. |
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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **VENUE AND DATE:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **SIGNATURE OF TENDERER/PERSON IN CHARGE** |