
FOREWORD

The Loan Disbursement Handbook is a compilation of the Asian Development Bank's disbursement policies, guidelines, practices, and procedures. The Handbook will serve as a useful reference guide for ADB staff, DMC borrowers, officials, and project staff from executing agencies and project management units, in designing and operating an efficient disbursement operation that will support project implementation.

The four pillars of an efficient disbursement operation are: (i) funds flow structure, (ii) disbursement arrangement, (iii) staff capacity and systems, and (iv) internal controls. A good understanding of ADB's disbursement policies, guidelines, practices, and procedures are instrumental for building these pillars. The Handbook endeavors to complement this need and thereby supports project implementation.

The Handbook applies equally to both loan and grant-funded ADB investment projects and programs.

The Handbook supersedes all previous editions and takes effect immediately. It is also available electronically in the Loan Financial Information Web Services (<http://lfi.adb.org>). The Controller's Department will update the Handbook as deemed necessary and publish the revised version in the aforementioned website. The reader is advised to visit this site regularly to ensure they have the latest version of the Handbook.

ACRONYMS

ADB	Asian Development Bank
ADF	Asian Development Fund
ADTA	Advisory Technical Assistance
AFS	audited financial statements
APA	audited project accounts
AU	Australian Bank State Branch Code
BIC	Bank Identification Code
BL	German Bankleitzahl
CL	commitment letter
C&F	cost and freight
CIF	cost, insurance, freight
CFS	complementary financing scheme
CH	CHIPS Universal Identifier
CTL	Controller's Department
CTLA	Loan Administration Division
CTLA-FIS	Loan Administration Division-Financial Information System Section
CTLA-LA	Loan Accounting Section
DFI	development finance institution
DMC	developing member country
EA	executing agency
EAL	Emergency Assistance Loan
ERPS	Exchange Risk Pooling System
Euribor	Euro Interbank Offered Rate for euro
FAW	Force Account Works
FMCL	Fixed Rate Multicurrency Loan
FW	Fedwire Routing Number
GNP	gross national product
I/A	imprest account
IA	implementing agency
IBAN	International Bank Account Number
IPD	interest payment date
JSF	Japan Special Fund
LBL	LIBOR-based loan
LC	letter of credit
LCL	Local Currency Loan
LFIS	Loan Financial Information System
LIBOR	London Interbank Offered Rate
MBL	market-based loan
MFF	multitranches financing facility
OCR	ordinary capital resources

PCG	partial credit guarantee
PCR	project completion report
PCSS	Procurement Contract Summary Sheet
PCUS	Procurement Contract Update Sheet
PITA	Project Implementation Technical Assistance
PMCL	Pool-based Multicurrency Loan
PO	purchase order
PPER	Project Performance Evaluation Report
PPIAF	Public/Private Infrastructure Advisory Facility
PPPA	Project Progress by Project Activities
PPTA	Project Preparatory Technical Assistance
PRG	political risk guarantee
PSCL	Pool-based Single Currency Loan
PSOD	Private Sector Operations Department
RC	revolving credit
RETA	Regional Technical Assistance
RM	resident mission
RRP	Report and Recommendation of the President
SAW	Subloan Approval and Withdrawal
SC	UK Domestic Sort Code
SDR	special drawing rights
SFR	special funds resources
SGIA	Second Generation Imprest Account
SOE	Statement of Expenditures
TA	Technical Assistance
TASF	Technical Assistance Special Fund
TD	Treasury Department
TDTS	Treasury Services Division
TFFP	Trade Finance Facilitation Program
WA	withdrawal application

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