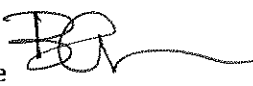




**United Nations Development Programme
Interoffice Memorandum**

Date: 26 September 2017

To: Sudipto Mukerjee
Country Director
UNDP Bangladesh

From: Bernardo Cocco 
Officer in Charge
Development Impact Group
Bureau for Policy and Programme Support

Subject: Authorization for use of Chart of Accounts up to USD 14,000.00 to support the GPEDC Steering Committee Meeting in Bangladesh, scheduled to take place on October 24-25, 2017

We authorize your office to charge the COA up to USD 14,000.00 for booking and paying for hotel accommodation at the Pan Pacific Sonargaon Hotel for funded participants attending the GPEDC Steering Committee meeting. There will be approximately 18 participants for whom accommodation will be provided. A full list of names and travel dates will be provided shortly.

Please charge payments to the below COA:

Account	BU	OU	Project Output	Dept.	Activity	Fund	Donor	Impl. Agent	Amount in USD	Budget period
As appropriate	UNDP1	BGD	00076472	39201	2	30000	10480	001981	12,962.96	2017
75100	UNDP1	BGD	00076472	39201	2	30000	10480	001981	1,037.04	2017

Funds will need to be fully expensed by 31 December 2017.

All payments must be made within the 2017 accounting period and any unspent money be returned. No unliquidated obligation must remain open (close all POs with open balances). No adjustments and payments are authorized after that date.

Any direct costs incurred by the Office may be charged in line with the corporate policy on Direct Project Costs.

The authorized USAID funds (Donor code: 10480) are inclusive of GMS fees (at 8%), and thus your office should plan expenditure accordingly. The distribution of GMS amounts is managed centrally by BMS starting 2017.

All procurement, contracting, and financial transactions must adhere to prevailing UNDP's financial rules and regulations and requirements set for DIM modality. Your office must retain all relevant procurement documentation, in line with UNDP procurement guidelines, rules and regulations. Such documentation may be audited in the future.

Please also note that the Atlas Project Manager functions for this global project are performed by BPPS/New York. Thus, your office may not create requisition approvers at country level. Kindly send approvals and all supporting documents to the following colleagues for approval:

Atlas requisitions: yuko.suzuki@undp.org

Atlas POs/vouchers: **Please note that the funds have been transferred under your budget department and thus approvals should be undertaken in-house.**

For any further questions, please feel free to contact Ms. Yuko Suzuki Naab (yuko.suzuki@undp.org),

Thank you and best regards,



Bernardo Cocco
Officer in Charge
Development Impact Group
Bureau for Policy and Programme Support

Please countersign to acknowledge your concurrence with the principles and conditions outlined in this authorization letter.

Sudipto Mukerjee
Country Director, UNDP Bangladesh

Signature: _____

Date: _____

