




United Nations Development Programme
Interoffice Memorandum

Date: 26 October, 2017

To: Consuelo Vidal-Bruce
Resident Representative
UNDP Honduras

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

Subject: **Authorisation for use of Chart of Accounts up to USD 30,000** to undertake the Development Finance Assessment

We authorize your office to charge our COA up to USD 30,000 to undertake the Development Finance Assessment.

Please charge payments to the below COA:

Account	BU	OU	Project Output	Dept.	Activity	Fund	Donor	Impl. Agent	Amount	Budget period
71200	UNDP1	HND	00062772	B0510	12	30079	10159	001981	28,037.38	2017-18
75100	UNDP1	HND	00062772	B0510	12	30079	10159	001981	1,962.62	2017-18

Funds will need to be fully expensed by 30 June 2018.

All payments must be made within the 2017-2018 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 EU funds (Donor code: 10159) are inclusive of GMS fees (at 7%), 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.

Consuelo Vidal-Bruce
Resident Representative
UNDP Honduras

Signature: _____

Date: _____