

SECRETARY-GENERAL'S BULLETIN NO. 59

To: Members of the Staff of United Nations

Subject: PROCEDURE FOR RESALE TO STAFF MEMBERS
OF GOODS AND MATERIALS PURCHASED BY
UNITED NATIONS

1. Purpose

This bulletin is designed to provide a procedure for purchases of goods and materials for resale to staff members. Goods and materials authorized for purchase and resale, the categories of the Secretariat eligible to purchase, as well as maximum limitations, will be announced in Information Circulars.

2. Budgetary and Authorization Procedure

By resolution passed at its sixty-third plenary meeting on 14 December 1946, the General Assembly authorized utilization of the Working Capital Fund in the total amount not exceeding \$50,000, (or \$100,000 under specific authorization of the Advisory Committee on Administrative and Budgetary Questions) to establish a revolving fund to finance self-liquidating purchases and activities. In accordance with budgetary procedure already established:

(a) The level of this fund will be fixed from time to time by the Assistant Secretary-General for Administrative and Financial Services upon report and recommendation of the Bureau of the Comptroller as concurred in by the Bureau of Administrative Management and Budget.

(b) The fund will be used for specific purchases or categories of purchases only on specific authorization of the Assistant Secretary-General for Administrative and Financial Services. Requests for utilization of the fund for purchases of goods and materials for resale to staff members or otherwise shall be addressed to the Bureau of Administrative Management and Budget.

/3. Custody

3. Custody and Issuance Authority

Goods and materials purchased for resale to staff members are to be in the custody of the Director, Purchase and Supply Division, and authority for issuance is to be vested in him. This authority, in the absence of a specific restriction in a pertinent Information Circular, may be re-delegated by the Director, Purchase and Supply Division.

4. Announcement of Sale

The Information Circulars announcing goods and materials for re-sale to staff members will also set forth:

- (a) The duration of the sale - whether it is for a limited period or is a continuing programme.
- (b) Authorized purchasers - whether eligibility is limited to certain categories or whether all staff members may participate.
- (c) Any limitations upon quantities which may be purchased.
- (d) Any specific approvals of officials in the Secretariat which may be necessary in the case of certain commodities.

5. Payment

Staff members who qualify for purchase will obtain from the Purchase and Supply Division a sales order in triplicate.

The purchaser will then make payment of the sum indicated on the Sales Order to the Cashier, Bureau of the Comptroller, who will receipt the original and keep one of the copies for his records. The purchaser will sign the receipted original and surrender it to the Purchase and Supply Division, which will thereupon make or authorize delivery.

6. Special Clause

In appropriate cases as may be specified in the relevant Information Circulars from time to time the Sales Order will be stamped by the Purchase and Supply Division with the affidavit shown below, and signed by the recipient:

/ "I agree

"I agree that the goods and materials purchased by me are for my
own personal use and will not be transferred or sold to any other
person without prior consent of the United Nations."

By direction of the Secretary-General

J. B. HUTSON
Assistant Secretary-General
Administrative and Financial Services
