

UNRESTRICTED

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SECRETARY-GENERAL'S BULLETIN NO. 27

To: Members of the Staff of United Nations

INTERIM RULES GOVERNING PROCUREMENT AND OTHER
CONTRACTUAL SERVICES AND TRAVEL1. Purpose

The purpose of this instruction is to modify existing rules governing procurement and other contractual services and travel, pending a revision of Secretary-General's Bulletin No. 4, "Provisional Financial Rules," Secretary-General's Bulletin No. 6, "Provisional Procurement Rules," and Secretary-General's Bulletin No. 7 and addendum thereto, "Provisional Travel and Subsistence Rules."

2. Authority

This instruction is issued under the authority contained in Secretary-General's Bulletins No. 7 and 13.

3. Redelegation of Authority

The Comptroller is authorized to redelegate his authority to approve the incurring of obligations as follows:

- (a) All redelegations of authority on the part of the Comptroller shall be in writing.
- (b) In the case of obligations for procurement and contractual services involving a sum of less than \$1000, redelegation of authority may be made to staff members of Departments, following nomination of such staff members by the Assistant Secretaries-General in charge of such Departments. Approval of obligations by such staff members shall be in writing. Such approvals shall be final, and shall constitute authorization for purchase orders without further reference to the Comptroller, providing that

that appropriate copies of all such purchase orders will be promptly submitted to the Comptroller.

(c) In the case of obligations for procurement and other contractual services amounting to \$1000 or more, redelegation of authority may be made to one or more staff members of the Comptroller's staff.

Approval of obligations by such staff members shall be in writing.

Such approvals shall be final, and shall constitute authorization for contracts without further reference to the Comptroller.

4. Advertising of Bids

Rule 3, Paragraph 2, of the Provisional Procurement Rules (Secretary-General's Bulletin No. 6) is corrected to read "the aggregate amount involved does not exceed \$1000";

5. Approval of Travel

Each Assistant Secretary-General is authorized to approve travel on official business necessary for the performance of the functions of his Department. Each Assistant Secretary-General is authorized to redelegate this authority to his Executive Officer.

6. Effective Date

These instructions shall become effective 10 June 1946.

By direction of the Secretary-General

J. B. Hutson
Assistant Secretary-General for
Administrative and Financial Services