

SECRETARY-GENERAL'S BULLETIN NO. 34, ADDENDUM 1

To: Members of the Staff of United Nations.

Subject: REQUISITIONING PROCEDURE

Whenever a Department finds it necessary to enter into contractual arrangements for production of a film, survey, book, or report or other similar service other than direct personal services, contract arrangements will follow the normal course for the purchase of standard items of equipment, as set out in the Secretary-General's Bulletin No. 34.

The regulations for such requisitions are as follows:

- (a) Requests will be made on standard form No. GS-9.
- (b) Requests will be made by the Assistant Secretary-General of the Department concerned or by his authorized representative as will certification of the necessity for contracting.
- (c) The requesting Department will ascertain that a budget allotment is available to which the amount of the proposed contract may be charged. Notation accordingly shall be made on the request.
- (d) The Purchase and Supply Division will, before finally completing the contractual arrangement, consult with the requesting Department as to possible alternative sources of supply, and clear the contract with the Comptroller.
- (e) The Departmental official who made the original request will certify the bill for payment.

By order of the Secretary-General

(Sgd.) J. B. Hutson

J. B. HUTSON
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