



Secretariat

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28 February 1992

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: DELEGATION OF FINANCIAL AUTHORITY TO THE
INTERNATIONAL TRADE CENTRE

1. The purpose of the present revision is to set out the delegation of authority to the Executive Director of the International Trade Centre to manage and administer the financial functions of the Centre under the provisions of the Financial Regulations and Rules of the United Nations.
2. The annex to the present instruction contains a comprehensive listing of the financial rules whose administration is delegated to the Executive Director.

Annex

FINANCIAL RULES, THE AUTHORITY FOR WHICH IS DELEGATED TO THE
EXECUTIVE DIRECTOR OF THE INTERNATIONAL TRADE CENTRE

Financial rule

- 106.1 - Authority for expenditure
- 107.5 - Acceptance of voluntary contributions
- 108.4 - Petty cash advances and Cashier's Fund advances
- 108.6 - Other cash advances
- 108.7 - Remittances to offices away from Headquarters
- 108.9 - Approval of obligations and payments
- 108.10 - Disbursements to be made by cheque
- 110.1 - Appropriations made available by authorization from the Controller
- 110.2 - Review of obligations and expenditures by the Controller
- 110.3 - Certification and approval of obligations and expenditures
- 110.4 - Certifying officers
- 110.6 - Commitments against the appropriations of current and future financial periods
- 110.8 - Decrease of obligations
- 110.9 - Review of outstanding obligations
- 110.11 - Employment of staff or consultants
- 110.12 - Ensuring that the terms of employment of staff or consultants conform to the terms of the Staff Regulations and Rules
- 110.15 (a) - Writing-off losses of property
- 110.15 (b) - Surcharges to be made against staff members, or others as the result of losses

Financial rule

- 110.16 - Purchasing, renting and selling activities in respect of the International Trade Centre
- 110.17 (f) - Establishment of a local committee on contracts
- 110.23 - Advance payments
- 110.34 (a) - Establishment of a local Property Survey Board
- 110.34 (b) - Authority to act in respect of recommendations of the local Property Survey Board
- 110.38 - Publications Board
