



UNITED NATIONS

SECRETARIAT



GENERAL

ST/AFS/AI/77
27 February 1950

See also ST/AFS/Ser A/15, 15 Feb 5

Superseded by
ST/AFS/104
23 Aug 1954

ADMINISTRATIVE INSTRUCTION

To: Members of the Staff of the United Nations

Subject: SOLICITATION WITHIN THE SECRETARIAT OF VOLUNTARY
CONTRIBUTIONS

1. This Instruction establishes the conditions under which contributions for any purpose, other than those authorized by the Statute of the Staff Association or for social functions or intra-office gifts, may be solicited within the Secretariat.
2. No solicitation shall be made without the prior approval of the Secretary-General.
3. No solicitation shall be undertaken until the sponsors have agreed with the Bureau of Finance on the steps to be taken to ensure effective financial control of the monies received and their disposition in accordance with the purposes of the solicitation. The Bureau of Finance shall provide authorized pre-numbered receipts for this purpose.
4. The Secretariat will be advised by Information Circular of any approved solicitation and the conditions under which the solicitation is to be made.

(Signed) Byron PRICE

Byron Price
Assistant Secretary-General for
Administrative and Financial Services
