**What does a Financial Authorization require?**

The authorization should cover the costs for the full contract period – including contracts that spread over multiple years – based on the proforma cost estimate.

If a UN Entity cannot provide an FA over multiple years but requests volunteer services for this time period, the contract can only be generated to the end of the period reflecting in the FA and the extension of the contract can be generated once the FA for the next period is provided.

**No volunteer should be hired without a Financial Authorization!**

The FA must include at least the following information:

a) Total estimated amount which UNV can charge the UN Entity for the UN Volunteer costs based on the proforma cost estimate;

b) the Agency Reference information (UN Entity internal budget lines, projects, PO, ULO or open item information which will assist the UN Entity in identifying the costs in the month SCA report);

c) the country of assignment; and

d) signature and date

UN Entities using **UMOJA** should provide UNV with the **UMOJA Financial Authorization.** They do not need to provide the **Service Request Form** if they provide us with the UMOJA FA.  Of course, they can provide both if they want.

Any UN Entity not using UMOJA can either provide a Financial Authorization of their own system or use the **UNV AGENCY SERVICE REQUEST FORM**

Below is an example UMOJA FA.  The donor code and agency reference information should be entered into the respective fields in the **volunteer position.**

The main UN Agencies using UMOJA are:  UN Secretariat (and all offices and departments under it); UNEP; OCHA; UNOG (and all offices and departments under it); UNON; UNOV/UNODC; UNIC; OHCHR; UN-Habitat; UNCHS; UNDESA; ESCAP

You can also find them in the [Agency Donor Code](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Ffile%2F23D5FEC1-57F4-4F20-BD65-FE87B8E8180D%3FtenantId%3Db3e5db5e-2944-4837-99f5-7488ace54319%26fileType%3Dxlsx%26objectUrl%3Dhttps%253A%252F%252Fundp.sharepoint.com%252Fsites%252Funvfinance%252FShared%2520Documents%252FGeneral%252FService%2520Clearing%2520Account%2520(SCA)%252FAgency%2520Donor%2520Codes.xlsx%26baseUrl%3Dhttps%253A%252F%252Fundp.sharepoint.com%252Fsites%252Funvfinance%26serviceName%3Dteams%26threadId%3D19%3Ae24bab7f0cc34fdcb1e70945a1703fee%40thread.skype%26groupId%3Dcfb09e14-fcae-42a3-bcd7-ddb32c59f7e6&data=02%7C01%7Cheidi.nabel-meyer%40unv.org%7C4ff55c018339417da9c308d6fec2ee24%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C636976510512602708&sdata=G%2BV0ncJ%2FzSp%2BoAiBVWyCEos8WB4T%2FkRfjkp3l4JSsmc%3D&reserved=0) list **marked in orange** for future reference as well.

