



What does a Financial Authorization (FA) 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 current 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 or extended without a Financial Authorization!**

The FA must include at least the following information:

- Total estimated amount which UNV can charge the UN Entity for the UN Volunteer costs based on the proforma cost estimate;
- 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);
- the country of assignment; and
- 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.

Below is an example UMOJA FA.

United Nations Nations Unies

FINANCIAL AUTHORIZATION FORM
For UNDP Country Offices Use only ORIGINAL FAS Version

UNDP COUNTRY		To:	UNDP/UNY - GERMANY			
Attn:	Resident Representative of UN Volunteer	Phone/Fax:	+49-228 81 52301			
		CC:	UNDP Treasury, if over \$6,000 USD			
			Fax: +1-212-9065945			
AGENCY INFORMATION						
From Agency	<input type="text"/>	Donor Code	<input type="text"/>			
Subject	Agency Service Request	Authorizing Agency Officer	<input type="text"/>			
Agency Requested Date	<input type="text"/>	Approved by	<input type="text"/>			
Due Date	As Per Below Instruction	Email	<input type="text"/>			
Payee	As Per Below Instruction	Dept./Office	<input type="text"/>			
Remark	<input type="text"/>	Date Approved	<input type="text"/>			
		Ext.	<input type="text"/>			
SERVICE INSTRUCTIONS		Total Amount/Curr.	160,503.93 USD			
		Applicable Service Charge:	As per instruction/UPL			
Item No.	Agency ULO	Agency Ref.	Agency Project Code	Amount	Curr.	Description
001	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Detailed Service Instruction:						
<input type="text"/>						

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