

Date:

To: Mr. Paul Gravenese

Treasurer

Treasury Division, Office of Finance and Administration

From: Name:

 Resident Representative

UNDP country office name:

**Subject: Bank Signatory Panel Update**

This is to request UNDP Treasury to amend the signatory panel for the following bank account(s):

|  |  |  |
| --- | --- | --- |
| **Bank Name** | **Account Name** | **Account Number** |
|  |  |  |
|  |  |  |

Amendment(s) to be made:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Title** | **Add\* (A) or Delete (D)** | **Transactional Signer****(Y/N)** |
|       |       |       |       |  |
|       |       |       |       |  |
|       |       |       |       |  |
|       |       |       |       |  |

**\*Notes:**

* ***The Bank Signatory CANNOT hold a Bank Reconciliation User profile in Quantum nor be able to create AP vouchers or AR Receipts. If exceptionally authorized to be a single signer on a bank account, Bank Signatory CANNOT be a Vendor Approver.***
* ***For each new signatory addition(for BoA ZBA account only), update the signature card with the specimen signature AND provide copy of valid passport or LP***
* ***For each signatory deletion, update the signatory card without specimen signature***
* ***Your office must submit the copy of letter to local bank(s) signatory update along with this request*.**
* ***Transactional Signers for a bank account are those who are authorized to sign on written payment instructions, such as cheques, or transmittal letters. They do not have the authority to Open or Close a Bank Account.***

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After the above amendment, the new signatory panel for the above bank account is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name** | **First Name** | **Title** | **Employee ID/Index No** |
|       |       |       |       |
|       |       |       |       |
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