**UNDP Treasury - Request for Exceptional Approval (Annex 5)**

 [*Click Here to submit your request for exceptional approval.*](https://intranet.undp.org/unit/bom/ofrm/tr/Lists/Treasury_Exceptional_Approval/Item/newifs.aspx)

*Your request will be reviewed and answered within 24 hours to 48 hours during New York time business days.*

*For any urgent approval, please contact the UNDP treasurer directly.*

*Find hereafter the situations when you should request an exceptional approval (Annex 5):*

**- You need to exceed the limit of USD 1'000 for your petty cash fund (PCF) GL account 16105 (FTA only).**

**- You need to exceed the limit of USD 1'000 for your project petty cash fund (PPCF) GL account 16106.**

**- Your custodian is a service contractor (SC) for your PPCF GL account 16106.**

**- You need to issue a project cash on hand (PCH) GL account 16107 (FTA only).**

**- You need to exceed the limit of USD 25'000 for your total project cash advances (PCA) GL account 16108.**

***For any futher information relating to Annex 5 do contact Treasury Cash Management at HQ***