



CASH CUSTODIAN APPOINTMENT FORM

Date:

To: **Cash Custodian (insert name and Designation/Title)**

From: **Head of Office**
[insert name , Country Office]

Subject: **APPOINTMENT OF CASH CUSTODIAN FOR (check appropriate type of cash arrangement):**

PCF _____ **PPCF** _____ **PCH** _____ **PCA** _____

You are hereby appointed as the Custodian for the amount of _____ (United States Dollars) or _____ (local currency equivalent) for the above chosen cash arrangement, effective _____ (dd/mm/yyyy).

By accepting the authority hereby delegated to you, you agree to the following:

- You have read and will follow the Guidelines in POPP for the chosen cash arrangement indicated above at all times in fulfilling your responsibilities;
- You will be personally responsible and financially liable for the cash amount under your custodianship in accordance with Financial Rule 102.02;
- You will not transfer or sub-delegate this responsibility. In the circumstance that prohibits you to fulfill the responsibility, you will notify me through your direct supervisor.
- You are authorized to make each cash disbursement up to the limit specified for the chosen cash arrangement in the POPP.

For PCF, PPCF, and PCH, this appointment is valid until either I issue a written withdrawal of the appointment, or upon the official termination of your services with UNDP, whichever is earlier.

For PCA, this appointment is valide for the duration of project activities for Project No. _____ between dd/mm/yyyy and dd/mm/yyyy.

Signature: _____

Signature: _____

Print Name: _____

Head of Office

Print Name: _____

Cash Custodian

Date: _____

Date: _____