



## Programa de Formación de capacidades UNESCO-CODIA en América Latina y el Caribe

### Pago de contribuciones miembros de CODIA

- Solicitud por parte de la institución miembro de la CODIA del pago de la contribución a nivel interno
- Notificación a la STP-CODIA y a la UNESCO PHI del avance del procedimiento
- UNESCO PHI envía formulario Additional Appropriation (firmado) a la institución miembro de la CODIA
- Confirmación del pago por parte de la institución miembro de CODIA a la STP y a UNESCO PHI una vez que fue realizado
- UNESCO puede enviar (si la institución miembro de CODIA lo solicita) un recibo de UNESCO correspondiente al pago

**Standard Additional Contribution Letter for Donations  
equal to or less than US\$50,000  
(to UNESCO's programme and budget)**

DATE [dd/mm/yyyy]

**To:**

(Insert the name of the Donor)

.....  
 .....

**From:**

Assistant Director-General/Director of Division or Director/Head  
 Sector for/Field Office in .....

United Nations Educational, Scientific and Cultural Organization  
 7, Place de Fontenay  
 75352 Paris SP  
 France

Ref.: UNESCO project ...[Title]... / publication ...[Title]...

Dear [Name of the Donor],

In the name of UNESCO, I would like to thank you for your generous contribution of  
 (indicate currency and amount) to support the following activity(ies):

- (i) .....
- (ii) .....
- (iii) .....

I hereby would like to recall the conditions that will apply to this contribution:

- The Financial Contribution will be considered as an additional contribution to UNESCO's Programme and Budget (C/5) which is subject to UNESCO's internal and external audit procedures.
- UNESCO will use the Financial Contribution for the purposes of the activity(ies) referred to above;
- UNESCO will provide upon request written confirmation of reception of the Financial Contribution with statement specifying that the Funding Contribution will

1

be used for the purposes of the activity(ies) [Note: If funds have been received, delete this paragraph];

- The Financial Contribution will be mentioned in the list of additional contributions to the Programme and budget (C/5) included in the statutory report to be submitted by the Director-General to the Executive Board of UNESCO for its information;
- There will not be any individual financial reporting on this contribution;
- The Financial Contribution is used towards the achievement of UNESCO's Programme and Budget and any remaining funds are not returned by UNESCO;
- I would appreciate if you could kindly transfer the Financial Contribution into the following UNESCO bank account: [Keep paragraph 7 only if funds are not received yet]

*As per AM Item 3.7, paragraph 5.2 (a), all contributions to UNESCO should be made by a bank transfer onto the USD account of the Headquarters except for EUR contributions that should be made onto the EUR account of the Headquarters and for contributions in the local currency of Field Office that can be made on the Field Office's local currency account in line with the conditions stipulated under AM Item 3.7, paragraph 5.2 (b). Any other exception to the above mentioned is subject to a prior written authorization from BFI/TRS]*

*[Delete one of the bank accounts below, or replace by the Field Office's local currency account, as appropriate. Keep only one bank account.]*

Payments in USD are to be made only by bank transfer to the following bank account:

Account holder: UNESCO  
 Bank: Citibank, N.A.  
 Branch: 940-New York  
 Address: 111 Wall Street  
 New York, NY, 10043  
 USA  
 Account n°: 36378785  
 SWIFT: CITIUS33  
 ABA: 021000089

Payments in EUR are to be made only by bank transfer to the following bank account:

Account holder: UNESCO  
 Bank: Société Générale, Paris, France  
 Account n° (IBAN): FR76 3000 3033 0100 0372 9190 997  
 SWIFT: SOGEFRPP

Reference to be quoted in any payment instruction: [Corresponding budget code or other UNESCO identification code]

Yours sincerely,

.....

Name of ADG/Director of Division or Director/Head of Field Office

2