



# UNITED NATIONS OFFICE AT NAIROBI

مكتب الأمم المتحدة في نيروبي • 联合国内罗毕办事处 • OFFICE DES NATIONS UNIES A NAIROBI  
ОТДЕЛЕНИЕ ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ В НАЙРОБИ • OFICINA DE LAS NACIONES UNIDAS EN NAIROBI


## Budget and Financial Management Service

### MEMORANDUM

To: Certifying Offices  
UNEP & UNHABITAT

Ref: PC/2015/001

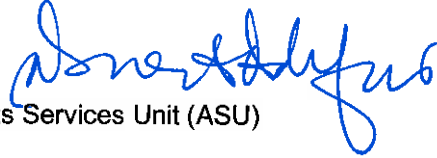
Through:

  
Annette Waweru  
Chief, Accounts Section  
UNON/BFMS

Date: 12.06.2015

From:

Dawit Adefris  
Chief, Accounts Services Unit (ASU)  
UNON/BFMS



#### Subject: Establishing Petty Cash Custodians in Umoja

Following the communication received from UNEP and UNHABITAT that the below named staff members should be established as Petty cash custodians in Umoja, we would like to share with you the procedures that should be followed.

- The requesting office duly fills in the Establishment Form, Annex A, ensuring all relevant fields are carefully completed, necessary attachments made available and authorizations obtained.
- ASU processes Annex A and completes the Petty Cash Guidelines form and forwards it to the requesting office to obtain custodian's signature. The responsibility the custodian is about to undertake should be clearly explained.
- On receipt of the signed Petty Cash Guidelines form, the first advance will be processed.

Kindly ensure to confirm the Petty Cash limit to be delegated for each Custodian.

Below is the list of staff members that need to be set up in Umoja as Petty Cash Custodians.

Jane Mburu of ASU (email [jane.mburu@unon.org](mailto:jane.mburu@unon.org)) can be contacted for assistance.

Last Name	First Name	Section	Functional Title	City
Lankeit	Frank	UNEP	Administrative Officer	Paris
Yatagai	Kumiko	UNEP	Administrative Officer	Athens
Ahmed	Ide Mohamed	UNEP	Programme Management	Montreal
Noronha	Bruce	UNEP	Administrative Officer	Geneva
Al-Qawas	Reem Kamal	UNEP	Administrative Officer	Manama
Muchai	Annie	UNEP	Administrative Officer	Kingston
Bendahmane	Bouthena	UNEP	Senior Administrative	Montreal
Chan	Chia Lien	UNEP	Finance Assistant	Panama
Ota	Michiko	UNEP	Budget Assistant	Osaka
Tkalin	Alexander	UNEP	Coordinator	Moscow
Zhong	Xiaodong	UNEP	Coordinator	Busan

Last Name	First Name	Section	Functional Title	Section
Mbarushimana	Alice	UNHABITAT	Administrative and financial Assistant	ROAf
Anthony	Anisa	UNHABITAT	Administrative Assistant	ROAf
Mihigo	Bijoux	UNHABITAT	Administrative Assistant	ROAf
Antonio	Fernando	UNHABITAT	Administrative Assistant	ROAf
Al-Badran	Dalia	UNHABITAT	Project Assistant	ROAS
Perwaz	Nasreen	UNHABITAT	Project Assistant	ROAS
Al	Rashed	UNHABITAT	Programme Assistant	ROAS
Riad	Samar	UNHABITAT	Project Admin Assistant	ROAS
Eldessouki	Sawsan	UNHABITAT	Project Assistant	ROAS
Oskeridjian	Talar	UNHABITAT	Project Assistant	ROAS
Morawaka	Ruwani	UNHABITAT	Admin & Finance Officer	ROAP
Saifi	Saifullah	UNHABITAT	Finance Assistant	ROAP
Maqsuodi	Shah Maq	UNHABITAT	Finance Assistant	ROAP
Llabjani	Adem	UNHABITAT	Operations and Logistics Assistant	Kosovo Programme
Kosova	Miredita	UNHABITAT	Programme Management Assistant	Kosovo Programme
Helen	Odera	UNHABITAT	PMA	OED
Christensen	Erik Vittru	UNHABITAT	Representant Mexico Office	ROLAC
Bezerra	Jacqueline	UNHABITAT	Finance Assistant	ROLAC
Perez	Liliana	UNHABITAT	Programme Management Assistant	ROLAC
Mirand	Magalie	UNHABITAT	Administrative Assistant	ROLAC
Miriti	Dellilah S	UNHABITAT	Team Assistant	OM
Gomez	Angel	UNHABITAT	Secretary	UN-Habitat New York Office
Gaceru	Caroline	UNHABITAT	Publications Assistant	ERD
Kasmani	Rizwan	UNHABITAT		ERD
Tkalin	Alexander	UNHABITAT		Korea
Latourtue	Irvell	UNHABITAT	Programme Management Officer	ROLAC
Ibrahima	Sakho	UNHABITAT	CTA	ROAf
Vega	Cesar	UNHABITAT		Mexico
Latourtue	Irvell	UNHABITAT	Programme Management Officer	ROLAC
Ferreti	Rayne	UNHABITAT		Brazil

**Distribution list:**

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