**As PPM: There are 3 modalities to process the cash transfers to IPs**

1. Cash advance – give $ to IP and they use it – most common

2. Direct payment – IP starting procurement processed based on signed WP with procurement plan and IP request us to pay to IP’s suppliers directly

3. Reimbursement – today’s Session-Process before IP starting implementing activities but activities must have in the signed WP.

1. **Reimbursement Authorization Request Form** (For detail, ref to PPM of cash transfers to IPs page 13 to page 15)

* IP uses their own money based on the WP, and UNFPA reimburse IP
* Have to do it manually outside Atlas GPS

1. Reimbursement authorization

2. Reimbursement request = expense report

* Use in circumstances where UNFPA is yet to receive donor funds but activity scheduled to go ahead per signed WP.  
    
  **Before IP implements activity**

1. IP submit:
   1. Its certified Reimbursement Authorization Request Form (RARF Form Excel Format)-signature of IP authorized officer certified in the RARF form must be the signatories in the IP agreement.
   2. Relevant documentations, including:
      1. ICE- based on AWP in the GPS system
      2. Letter covering:
         * explain what activity
         * why they want to do the activity
         * where they can borrow money from
         * when the activity will be conducted
         * whether activity is already in the signed WP
2. UNFPA programme associate reviews reimbursement authorization request & complete UNFPA control part and complete the reimbursement authorization request review checklist. (For detail ref to PPM of cash transfer to IPs page 13-page 14)
3. Have to correlate with activity already in WP – if not there must urgently revise WP; IP needs to submit a letter to propose WP revision to include the activity and cost into the current WP.
4. UNFPA project manager approves reimbursement authorization request form and draft covering letter for Rep to sign. (For detail ref to PPM of cash transfer to IPs page 13)
5. Rep needs to sign the RARF form and cover letter (ref to PPM if request amount of 250,000$ or more)
6. Programme Associate need to inform IP and return all signed docs back to IP (Ref to PPM page 14)
7. After that, IP can start implementing activity as per approved RARF form

Once IP implementation of activity completed

* IP must complete expenses report and input all expenses data into GPS eFACE

**ATLAS – IP submit Expense report in eFACE Management module** (Ref to PPM of cash transfers to IPs on page 15 to page 20)

1. Enter expense amount and reporting period dates (For detail; ref to PPM page 15&16) and if the activity id in previous approved & signed RARF form are not reflected in eFACE management module; then IP need to submit letter for WP revision urgently.
2. Select cash transfer modality ‘Type’ in GPS eFACE form as REIMBURSEMENT type
3. Also be aware of sub-IPs – will need to provide documentations to main IP, who will transfer to money to reimburse the sub-IP
4. The IP authorization officer– needs to sign the reimbursement eFACE form – again, must be the authorized IP signatory under the IP agreement. IP to Upload signed certified eFACE by IP authorized officer to GPS eFACE module.
5. Programme Associate complete the review eFACE expenses in GPS eFACE under reimbursement modality and complete the FACE form review checklist - expense report. (ref to PPM page 16- page 19)
6. Programme managers/officers to approve the expenses in eFACE module and print eFACE out to sign (Ref to PPM page 18 & 19)
7. eFACE expense reported amount of 250,000$ or more required Rep to co-sign with programme officers (Ref to PPM page 18 & 19).
8. PA notify Finance unit once eFACE signed
9. Finance unit review and create journal voucher & route to UNFPA approving managers-level1/2/3 to approve voucher (ref to PPM Page 19&20)
10. Programme associate inform IP and return all signed eFACE (ref to PPM Page 20)

**Discussion Points and further guidance required from management:**

1. RARF form – Does the rep need to sign or not to approve the RARF REQUEST FORM? As per PPM compliance, required Rep co-signature with programme managers only for requested amount of more than $250,000USD. But in practice at CO; Rep sign all RARF regardless of the amount.
2. eFACE reporting expenses form – Does the Rep need to sign or not to approve the expenses? As per PPM compliance; required Rep co-signature with programme managers only the expenses amount submitted by IP more than $250,000USD. But in practice at CO; Rep signs all eFACE expenses regardless of the amount.
3. Are the IPs required to send a letter to UNFPA before commencing the above process, requesting reimbursement before starting to complete the RARF form & Relevant documentations?