Försättsblad till dokument som behöver Skolchefens underskrift
/ Cover letter to documents that need the Head of school’s signature

Initiera ärende till registrator@itm.kth.se

Ärendetyp / Type of errand

[ ]  Budget, projektkalkyl/ cost estimate

[ ]  Annan bilaga/ other attachment

[ ]  Vid konsult, samverkat? Datum\_\_\_\_\_\_\_\_\_\_

[ ]  Direkt upphandlat/ direct procurement

[ ]  Anställningsärende / Employment errand

[ ]  Bisysslor

[ ]  Inköp / Purchase

[ ]  Ja kontrollerat av RSO på GVS / Yes, reviewed by RSO at GVS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name of contact person

[ ]  Ja, kontrollerat av juridiska avd. på GVS/
 Yes, reviewed by legal dep at GVS
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name of contact person

[ ]  Nej, ej granskat av jurist/ No, not reviewed by legal dep.

[ ]  Avtal, kontrakt / Agreement, contract

[ ]  PhD Related

[ ]  Skolans bekräftelse till RSO / Shool confirmation to RSO

[x]  Övrigt / Other

# Information om ärendet / Information about the errand

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Eventuella kostnader inom budget / Associated costs within budget

[ ]  Ja / Yes

[ ]  Nej / No (Bifoga motivering / Explanation attached)

Ärendet inskickat av /Case submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Skall returneras till /To be returned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arkiveras av /Will be archived by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Signatur avd.chef (eller motsv.) / Signature Head of Department (or equiv.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inlämnat datum / Date submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_