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](mailto: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

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_