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

Initiera ärende till skolchef@eecs.kth.se

Ärendetyp / Type of errand

[ ]  Anställningsärende / Employment errand

[ ]  Ekonomisk attest / Economical attestation

[ ]  Inköp / Purchase [ ]

Ja, kontrollerat av skolans jurist/
Yes, reviewed by school’s legal rep
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Johan Rohyo avtal@eecs.kth.se

[ ]  Avtal, kontrakt / Agreement, contract

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

[ ]  Remiss / Referral [ ]

Nej, ej granskat av jurist/

No, not reviewed by legal dep.

[ ]  Finansiell redovisning/ Financial accounting

[ ]  PhD Related [ ]

[ ]  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)

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