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](mailto: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](mailto: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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_