



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

- | | |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Anställningsärende / Employment errand | |
| <input type="checkbox"/> Ekonomisk attest / Economical attestation | |
| <input type="checkbox"/> Inköp / Purchase | |
| <input type="checkbox"/> Avtal, kontrakt / Agreement, contract | <input type="checkbox"/> Ja, kontrollerat av skolans jurist/
Yes, reviewed by school's legal rep

Johan Rohyo avtal@eecs.kth.se |
| <input type="checkbox"/> Remiss / Referral | <input type="checkbox"/> Ja, kontrollerat av juridiska avd. på UF/
Yes, reviewed by legal dep at UF

Name of contact person |
| <input type="checkbox"/> Finansiell redovisning/ Financial accounting | |
| <input type="checkbox"/> PhD Related | <input type="checkbox"/> Nej, ej granskat av jurist/
No, not reviewed by legal dep. |
| <input type="checkbox"/> Övrigt / Other | |

Information om ärendet / Information about the errand

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 _____