



EISCAT Scientific Association

Kiruna January 27, 1998

To: Markku,
Ingemar,
Roger,
Mike,
Halvard

Dear Colleague,

We have reviewed the Capital Operating handling and we have concluded that it is possible to simplify the administrative routines a bit.



We have therefore revised the rules, which you will find attached. Please inform your staff accordingly. The new rules are introduced 1 February 1998.

Best Regards,

Henrik Andersson
*Executive Assistant
to the Director*

Copy: Tauno, Gudmund, Tony, Eva

EISCAT Scientific Association

Headquarters

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Phone: +46-980-79153
Fax: +46-980-79161

Kiruna Site

P.O. Box 812
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Phone: +46-980-79136
Fax: +46-980-79161

Sodankylä Site

Tähtelä
FIN-99600 Sodankylä, Finland
Phone: +358-16-619880
Fax: +358-16-610375

Tromsø Site

Ramfjordmoen
N-9020 Tromsdalen, Norway
Phone: +47-77692166
Fax: +47-77692380

EISCAT Svalbard Radar

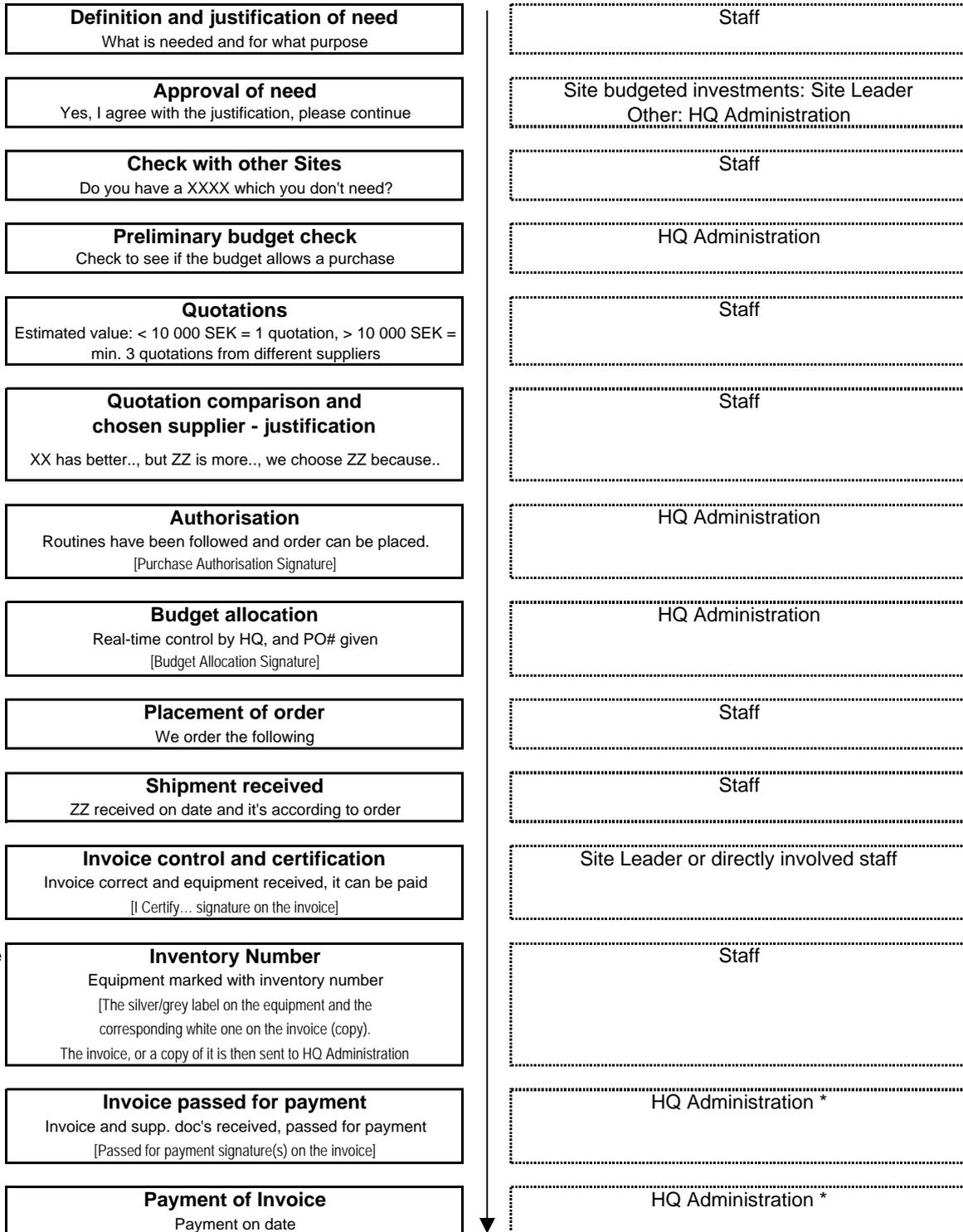
P.O. Box 432
N-9170 Longyearbyen, Norway
Phone: +47-79021236
Fax: +47-79021751

Order -> Purchase -> Invoice Flowchart

All investments

Actions.....

.....By



Note

Note: Tangible recurrent items should also be marked using the inventory number system

* Other arrangement in Finland.



EISCAT Scientific Association

Purchase Order No:
<i>Will be filled in by HQ during the budget allocation process</i>

PURCHASE AUTHORISATION REQUEST and CONFIRMATION

Proposed Supplier

Request prepared by	
Date	

Type of work/equipment, comments, quantity, etc.	Cost for EISCAT
Country of origin:	
Total	=
Estimated freight cost	+
Value added tax	+
Grand total in _____ (specify currency)	=
Grand total in SEK (will be filled in by HQ)	=
<input type="checkbox"/> VAT excluded and will be re-claimed	

Budget Information, Authorisation and Inventory Number

Budget Heading: _____

ESR HQ KIR SOD T-R T-H

- 1) Purchase Authorisation
- 2) Budget Allocation by HQ

Signature	Date

This document, together with all other supporting documents, must be attached to the resulting invoice(s). In order to simplify the administration, please inform the supplier already when you place the order that "the EISCAT reference is PO#....". Please ensure that the routines in the Order -> Purchase -> Invoice Flowchart are followed.