

# Approval in Primula as of October 2018

Procedure/form	Regulated by	Comments
<b>Travel/expenses</b>	Approval Rules	You certify that the expenses are: <ul style="list-style-type: none"> <li>• appropriate for the organisation's goals</li> <li>• financed</li> <li>• correctly entered into the accounts = OK to pay out</li> </ul>
<b>Hourly pay</b>	Approval Rules (NEW)	See above
<b>Other fees</b>	Approval Rules (NEW)	See above
<b>Overtime, preparedness and readiness</b>	Approval Rules (NEW)	See above
<b>Fixed pay increment</b>	Allocation of decision-making powers – delegated by the vice-chancellor and onward	There is a decision before processing in Primula begins. Approval = chance for you to react to accounting errors for example
<b>Leave of absence and Vacation application</b>	Allocation of decision-making powers – delegated by the vice-chancellor and onward	If anyone other than you has been given the right to approve leave by delegation from the faculty board/equiv – check with that person.
<b>Employment – new employment</b>	Allocation of decision-making powers – delegated by the vice-chancellor and onward	Approval is preceded by a decision on employment. Approval = chance for you to react to accounting errors for example
<b>Termination of employment – notice given by employer</b>	Allocation of decision-making powers – delegated by the vice-chancellor and onward	There is a decision on termination before processing in Primula begins. Approval = info/check that salary payments will end



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- for employees with the role of “Approving head of department or equivalent” also:

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<b>Sideline / secondary employment</b>	Regulations on secondary employment	Please note that any separate decision on ending a secondary employment or a decision on prohibiting an employee from taking on secondary employment is to be taken by the faculty board or the body/employee at the faculty level to whom this decision-making power has been delegated by the faculty board.
<b>Termination of employment – resignation</b>		Approval = in your position as manager, you can correct the date you and the employee have agreed is to be the last day of employment.
<b>Change employment</b>	Allocation of decision-making powers – delegated by the vice-chancellor and onward	Approval is preceded by a decision – on employment, promotion, salary, scope (full/part time) etc. – depending on the change in question.



# Approval in Lupin (unchanged)

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Procedure/form	Regulated by	Comments
<b>Approve supplier invoice</b>	Approval Rules	<p>You certify that the expenses are:</p> <ul style="list-style-type: none"><li>• appropriate for the organisation's goals</li><li>• financed</li><li>• correctly entered into the accounts</li></ul> <p>= OK to pay out</p> <p>And that the payment goes to the correct recipient, with the correct amount and in the correct currency.</p>
<b>Approve requisition</b>	Approval Rules	<p>You certify that the expenses are:</p> <ul style="list-style-type: none"><li>• appropriate for the organisation's goals</li><li>• financed</li><li>• correctly entered into the accounts</li></ul> <p>= OK to order</p> <p>And if the incoming invoice corresponds to the order and the receipt that it is OK to pay.</p>



# Other forms of approval (unchanged)

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Procedure/form	Regulated by	Comments
<b>Procurement decision</b>	Approval Rules	You certify that financial means have been set aside for the purchase in question. Where applicable, also that : <ul style="list-style-type: none"><li>• premises where the equipment is to be located are suitable</li><li>• Co-determination negotiations/equivalent have been conducted</li></ul>
<b>Payments without invoice, e.g. replenishment of petty cash</b>	Approval Rules	You certify that the expenses are: <ul style="list-style-type: none"><li>• appropriate for the organisation's goals</li><li>• financed</li><li>• correctly entered into the accounts</li></ul> = OK to pay out And that the payment is going to the correct recipient, with the correct amount and in the correct currency.

Procurement decisions: according to the procedures of the department/equiv; for open procurement procedures, however, a written procurement order is always required. Link to the form available here:

<https://www.staff.lu.se/support-and-tools/purchases-invoices-finances/purchasing-and-procurement/open-procurement>

Information and forms for payments without invoice are available under the heading "Utbetalningar" on this page (in swedish):

<https://www.ekonomiwebben.lu.se/for-mitt-arbete/in-och-utbetalningar-utan-faktura>

