Approval in Primula

Financial authorisation:

Procedure/form	Regulated by	Comments
Travel/expenses	Approval Rules – Guidelines for the Authority to Allocate Lund University's Funds	You certify that the expenses are: • appropriate for the organisation's goals • financed • correctly entered into the accounts = OK to pay out
Hourly pay	See above	See above
Other fees	See above	See above
Overtime, preparedness and readiness	See above	See above

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Approval in Primula

Financial review, and any decisions:

Procedure/form	Regulated by	Comments
Fixed pay increment	Allocation of decision-making powers* as well as for salary supplements, see also Guidelines for Management Positions at Lund University	There is a decision before processing in Primula begins. Approval = opportunity for you to react to accounting errors for example
Leave of absence and Vacation application	Allocation of decision-making powers*	*
Employment – new employment	Allocation of decision-making powers*	Approval is preceded by a decision on employment. Approval = chance for you to react to accounting errors for example
Termination of employment – notice given by employer	Allocation of decision-making powers*	There is a decision on termination before processing in Primula begins. Approval = info/check that salary payments will end

* Decisions are taken by the authorised decision-maker in accordance with the 'Guidelines on the Allocation of Decision-Making Powers and the Right to Sign Agreements at Lund University' and any further delegations set out, for example, in the faculty's delegation regulations.

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Approval in Primula

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

Procedure/form	Regulated by	Comments
Sideline / secondary employment	Lund University's Guidelines for Secondary Employment	Any separate decision to terminate secondary employment, or a decision to prohibit an employee from taking on secondary employment, must be taken by the authorised manager in accordance with the Guidelines on the Allocation of Decision-Making Powers*
Termination of employment – resignation	Allocation of decision-making powers*	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.
Change employment	Allocation of decision-making powers*	Approval must be preceded by a decision by the authorised decision-maker and in accordance with the procedure for the change in question.

* Decisions are taken by the authorised decision-maker in accordance with the 'Guidelines on the Allocation of Decision-Making Powers and the Right to Sign Agreements at Lund University' and any further delegations set out, for example, in the faculty's delegation regulations.

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Approval in Proceedo

Procedure/form	Regulated by	Comments
Approve supplier invoice	Approval Rules – Guidelines for the Authority to Allocate Lund University's Funds	You certify that the expenses are: • appropriate for the organisation's goals • financed • correctly entered into the accounts = OK to pay out And that the payment goes to the correct recipient, with the correct amount and in the correct currency.
Approve requisition	Approval Rules – Guidelines for the Authority to Allocate Lund University's Funds	You certify that the expenses are: • appropriate for the organisation's goals • financed • correctly entered into the accounts = OK to order And if the incoming invoice corresponds to the order and the receipt that it is OK to pay.

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Other forms of approval

Procedure/form	Regulated by	Comments
Procurement decision	Approval Rules – Guidelines for the Authority to Allocate Lund University's Funds	You certify that financial means have been set aside for the purchase in question. Where applicable, also that: • premises where the equipment is to be located are suitable • Co-determination negotiations/equivalent have been conducted
Payments without invoice, e.g. replenishment of petty cash	Approval Rules – Guidelines for the Authority to Allocate Lund University's Funds	You certify that the expenses are: • appropriate for the organisation's goals • financed • correctly entered into the accounts = 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: in accordance with the procedures of the department or equivalent. However, for procurement which is to be handled centrally according to the Guidelines for Purchasing, a procurement request must be submitted. See the instructions on this page:
https://www.staff.lu.se/support-and-tools/purchases-invoices-finances/purchasing-and-procurement/procurement-notice-obligation

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

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