

Routing Slip: Purchase of Devices from KSETA Gender Equality Funds

Applicant (first name, surname, institute):

Please sign this routing slip and send it, together with offers enclosed, to the KSETA Office:

Karlsruher Institut für Technologie

KCETA / KSETA

Raquel Lujan

Campus Nord, Geb. 401, Raum 309

What type of purchase do you plan? (Describe the device in detail):

Reasons (e.g. home office equipment, why necessary):

Costs (total costs in case of several devices):

1. Request offers. Please enclose **three** offers **in writing** and mark the offer you wish to accept. In case the offer is not the cheapest one, give a reason why a more expensive offer is to be accepted (e.g. longer guarantee, already existing devices, etc.).

2. Signature of the supervisor: The supervisor was informed about the planned purchase and agrees.

Name of supervisor, date, signature:

3. Signature of **one** Equal Opportunities Commissioner: The purchase is in agreement with the KSETA gender equality concept.

Name of Equal Opportunities Commissioner, date, signature: