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| A common request applies when the value exceeds 50 000 SEK. Final decision is made by the ANA Futura Steering Committee. Amounts below 50 000 SEK is decided by each department head.  |

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| **Name of initiating group and department:** |
|  |
| **Description of the equipment:** |
|  |
| **Who needs the equipment?** |
|  |
| **Who are the users?** |
|  |
| **What funds are requested from the Steering Committee?** (amount) |
|  |
| **Quotation from procured suppliers:** |
|  |
| **Have external funding been sought?** |
|  |

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| **Next step:**1. Show this documentation to your department head/head of administration for approval.
2. If approved - send the request form to the ANA Futura Facility Manager.
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