

## Procurement proposal books via project cost-unit:

For the proposal of books via project cost-unit the form procurement proposal via project cost-unit is filled in and sent budget department. Then the document is handed over to the library. Then the library orders the book. The Publisher sends the invoice to the library. Then the library checks the invoice and signs it. The invoice is handed over to the department for further checking. Finally it is passed to the budget department. This department balances the invoice and passes it back to the library. The library registers the book and sends a notification that the book is available to the department.