**P9 UNIVERSITY OF VLORA**

**REPORT EQUIPMENT**

According to the project application, UV has asked for some minor changes in the equipment list and we got the approval from the Coordinator. UV has prepared detailed specification for the equipment and have sent the document to the Coordinator for approval. After approval received, tender procedure has been started.

We faced difficulties in receiving the money because the entire process involves many institutions which overall delay the money transfer. We got the first instalment on 13.12.2019 at MARDS account and proceed with the equipment purchase.

All documentation are available according to request:

1. Contract with chosen supplier **"AlbitaI-Canon" sh.p.k** signed on 19.12.2019.
2. Pro-forma invoice of the supplier including VAT
3. Certificate for VAT exemption
4. Dispatch note for the delivered equipment
5. Bank statement proving that the amount has been paid to the supplier;
6. Proof that the equipment is recorded in the inventory of the institution;
7. Photos of equipment with stickers (logo Erasmus +).







