





Co-funded by the  
Erasmus+ Programme  
of the European Union



# TOOLKIT

Equipment

# REPORTING DOCUMENTS

- **Quotation to be approved before the purchase;** 
- **Equipment list;** 
- Invoices for the purchased items;
- Proof of payment for the invoices;
- Record of the inventory of the institution where it is installed/proof of the fact that the equipment has been recorder in the inventory of the institution;
- Equipment must be labelled with E+ stickers;
- Proof of it has to be given (pictures of the labelled equipment).

# REPORTING DOCUMENTS

- Equipment must be labelled with E+ stickers;

The stickers have to be compliant with the E+ visual identity rules:



Co-funded by the  
Erasmus+ Programme  
of the European Union

# WHEN?

BY THE END OF JULY 2020

# REPORTING DOCUMENTS

**IMPORTANT:** All the reporting documents have to be saved for at least 5 years for future controls.



Co-funded by the  
Erasmus+ Programme  
of the European Union



**QUESTIONS?**