

OPC INSTRUCTIONS FOR PURCHASE OF EQUIPMENT

A. List of equipment planned to purchase:

1. The form can be found on a specific tab in the budget application template.
2. The *List of equipment* form shall be used by Partner organisation for any equipment, with a lifespan of 3 years minimum, planned to be purchased during the project period regardless of the amount. Ensure that all fields are filled out.
3. The filled-out form shall serve as a supporting document to the budget to be approved by the Palme Center/Swedish organisation.

B. List of purchased equipment

1. The template *List of purchased equipment* is available on <https://www.palmecenter.se/eng/forms/>
2. All costs under the budget line “**Equipment**” in the annual financial report shall be included and specified in the template.
3. The signed, filled-out form shall be submitted to the Palme Center/Swedish organisation together with the annual report.
4. Only purchases made for the current year shall be listed in the form and reported to the Palme Center/Swedish organisation.
5. All purchases made through the duration of the project shall form part of the asset/inventory registry of the Partner organisation.
6. When the project period ends, the ownership of all equipment purchased/acquired shall be transferred to the partner organisation. A copy of the filled-out template/s with Palme Center/Swedish organisation signature shall be sent to the Partner organisation signifying that the transfer has been made.
7. In case of breach of contract, the ownership for listed equipment will not be transferred. The ownership of those equipment shall belong to the Palme Center/Swedish organisation.