**Internal Order Contract**

INTERNAL ORDER CONTRACT

No …/…/20…/LGMA

|  |
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| 1. **Ordering Party**:

…………………………………………………………………………………………………………………………………………….Name of Department/Laboratory ……………………………………………………………………………………………………………………………………………*Contact person, phone, e-mail* |
| 1. Description of the ordered service:

…………………………………………………………………………………………………………………………………………….. |
| 1. Service charge: …………………………………………………………………………………………………………………………..
 |
| 1. Funding source: …………………………………………………………………………………………………………….
 |
| 1. This order was placed after detailed arrangements made by both parties
 |
| 1. **The order was placed by:**

 ………………………………………………….……………………………….*(date, signature, stamp of the submitter)* | 1. **The order was received by:**

……………………………………..…………………………………………*(date, name and surname, signature)* |
| 1. **I confirm the availability of funds**

……………………………………………………………………………………..…*date/Chief Accountant* |  |

The person signing the order on behalf of the Ordering Party confirms that they have the funds to cover the service charge. The signed acceptance report on the completed Order shall be the basis for the Financial and Accounting Department to transfer the service charge to the LGMA account.

Any and all amendments to the Order shall be in writing. The order shall be completed in the dates specified by the head of Laboratory of Genetically Modified Animals (LGMA).