

14 June 2010

Stamp "Submitted to NATO for Payment"

With reference to Item 3 of the Management Handbook, 'Payments through NATO Science for Peace Funds' Co-Directors are herewith reminded that when an invoice is submitted to NATO for payment (or reimbursement) the original invoice must be clearly marked as "SUBMITTED TO NATO FOR PAYMENT". A special NATO stamp will be sent to all Co-Directors.

This is an explicit request from NATO's Financial Controller in order to avoid that invoices paid by NATO are submitted for reimbursement to other national or international organisations. In case a NATO SfP staff member, representative or a NATO auditor visits the project you will be asked to present the invoices.

ALL invoices paid with NATO funds (even those paid from the operational account) should carry, clearly visible, the above mentioned quote.

Invoices received which do not follow the above request will not be paid.