

## Guidelines for invoicing Swissphotonics for Swiss National Photonics Labs expense and capital expenditure (CAPEX)

### Introduction

The role of the Swissphotonics National Labs (SNL) is to support SMEs using the latest Photonics Technologies offered by the SNLs. Swissphotonics financially supports the SNLs and has, of course, to justify and document payments to the SNLs. This is done in a two-stage process:

- 1<sup>st</sup>: A business plan with budget has to be approved by the board of Swissphotonics
- 2<sup>nd</sup>: A justification for invoices above 3'000CHF has to be approved by the board of Swissphotonics. Expenses below 3'000CHF (e.g. travel expenses) occurring for the support of the SNL will be directly reimbursed by Swissphotonics (send expense reimbursement request to Christian Bosshard).

### Justification

A justification should clearly state

1. The benefit for SMEs and the role within the submitted business plan
2. Agreement of the collaborators of the National lab (signature of the SNL coordinator and e-mail support by the others)
3. In case of CAPEX
  - a. Owner of the equipment and place where equipment is inventoried. Inventory has to be traceable for at least 5 years.
  - b. For capital expenditure exceeding 10'000CHF: Quotations by several alternative suppliers are mandatory (or a justification why only one supplier can meet specs).
4. In case of expense
  - a. The opening and number of a separate account at the SNL which deals only with this expense position

### Application Process (Request for funding)

1. Submit justification to Christian Bosshard. He will ask for approval from the board.
2. Upon written notification of approval of the board
  - a. In case of CAPEX: The equipment can be ordered. When invoices arrive for capital equipment — be it for a down, partial or final payment — the invoice or a copy thereof has to be signed-off by the responsible SNL coordinator and sent to Swissphotonics for settling. The SNL coordinator can choose if Swissphotonics settles

the invoice directly or if the SNL institution pays for the equipment and asks to be reimbursed by Swissphotonics.

- b. In case of expense: The SNL can invoice Swiss photonics against the separate expense account.

### **Progress report after 12 month**

For equipment costing more than CHF 10'000 a brief progress report about the usage and its impact on SME relations of that equipment has to be sent to Swissphotonics within 12 months of delivery. In case of insufficient proof of usage, Swissphotonics reserves the right to reassign that equipment to another institution or SNL where better use of it can be made.

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