

Making payments with research funds

Faculty members can make payments for the following expenses with research funds managed by the Division of Research (excluding individual research funds) by filling out the “Bill / Request for Money Transfer”. There is no need to purchase certificate stamps. Please inform a staff member at the respective library counter that you would like to use research funds for making payments.

- Interlibrary loan fees
- Microfilm material photocopy fees
- Copy card usage fees, color photocopying fees
- DB (Online) usage fees
- Staffed photocopying services
- Staffed photocopying of materials from other universities / NDL digitized material photocopying fees
- Library material photocopying fees

Please submit the completed "Bill / Request for Money Transfer" to a staff member in charge of accounting at the Division of Research.