STATUTORY DECLARATION AND AUTHORIZATION BY THE RECTOR FOR THE PAYMENT MANDATOR

**SAP subject:**  ………………………………………………………………………………………………………………..

**Title of the SAP subject:** ……………………………………………………………………………………………………………

(hereinafter referred to as “CC/PC/contractual order/project/WBS”)

**Resource:** ………………………………………………………………………………………………………….

**Payment mandator:** ……………………………………………………………… (name and surname)

……………………………………………… (personal number within the SAP information system for financial management)

……………………………………………………………… (constituent part and job position)

(hereinafter referred to as “payment mandator”)

I, signed below, as the payment mandator, hereby declare that I have got acquainted with all the conditions and requirements requested when using the financial resources allocated to the particular above-mentioned SAP subject (CC/PC/contractual order/project/WBS), and with the related laws and regulations.

By signing this Declaration I also assume full responsibility for comprehensive implementation of the CC/PC/contractual order/project/WBS component, and that in compliance with all the related laws and regulations and other possible requirements specified in the relevant contract, i.e. responsibility particularly for formal correctness and objective accuracy of all the prepared documents, for the proper use of the allocated financial resources, and in case of project, for the professional and technical aspect of the project implementation, and the possible settlement of project final accounts in accordance with the requirements specified, including the submission of the request for return of financial resources not spent to TBU Finance Office, for the timely, correct and complete preparation of all the documents and reports requested, and that for the entire period of the duration of the CC/PC/contractual order/project/WBS component and for the period of sustainability (if relevant).

In the event that the employment has terminated within the period of the duration of the above-mentioned project or within the period of the sustainability of the project (if relevant), I undertake to confer the above-mentioned liabilities on a successor/representative. In the event that a successor/representative has not been specified, the Dean or the Director of the component part shall assume the responsibility.

In ……………………….. on …………………………….. ….…………………………………………………….

Payment mandator

In ……………………….. on …………………………….. ..……………………………………………………….

Rector

………………………………………………………………….. …………………………………………………………

Secretary to Faculty / Financial Manager of component part Dean of Faculty / Director of component part