STATUTORY DECLARATION AND AUTHORIZATION BY THE RECTOR FOR THE PAYMENT MANDATOR

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

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

 (hereinafter referred to as “CC/PC/assigned contract/project/WBS”)

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

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

 ………… (personal number in 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/assigned contract/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/assigned contract/project/WBS component, and that in compliance with all the related laws and regulations and other possible conditions specified in the relevant contract, i.e. responsibility particularly for formal correctness and factual accuracy of all the prepared documents, for the proper use of the allocated financial resources, and in the case of projects, for the professional and technical aspect of the project implementation, and the possible settlement of project final accounts in accordance with the conditions 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/assigned contract/project/WBS component and for the sustainability period (if relevant).

In the event that my employment terminates within the period of the duration of the above-mentioned project or within the sustainability period 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 above-mentioned liabilities.

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

 Payment mandator

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

 Rector

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

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