

Instruction of the Dean of the Faculty of Economics and Administration of Masaryk University No. 8/2020 to ensure financial control at the Faculty of Economics and Administration of Masaryk University (as amended with effect from 1 September 2023)

**Annex No. 1 Setting of financial control participants at ESF MU**

<b>Area</b>	<b>Principal of Operations</b>	<b>Budget Manager</b>
operation	head of department	Head of EO
centralised procurement	contract guarantor / vice dean	Faculty Bursar
projects	researcher	Head of the OVP
scientific institutes	Head of Institute	Head of the OVP
donations	Dean	Faculty Bursar
Scholarships	Dean	Faculty Bursar
wages	head of unit	Head of PO
economic activity	order manager	EO worker
Other	order manager	by delegation of the Faculty Bursar

Remark:

Meaning of abbreviations:

EO Finance Office

OVP Research and Projects Office

PO Personnel Office

**The principal of the operation** shall be represented by a representative appointed by the order manager.

**The Budget Administrator** is represented by the Head of the EO, the Faculty Bursar or another member of the EO staff. An exception is provided for projects where the head of the EO is represented by his/her deputy according to the Faculty Representation Guidelines.

**The Chief Accountant** - Head of the EO is represented by the Accountant.