

Measure of the Dean of the Faculty of Informatics of Masaryk University No. 2/2023**USE OF THE FACULTY OF INFORMATICS CREDIT CARD**

(as amended with effect from 1 January 2023)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), I issue the following measure:

Article 1

Subject of modification

- (1) This measure establishes the conditions for the use of the Faculty of Informatics payment card and supplements the provisions of the Masaryk University's instruction *Procedure for the use of payment and credit cards at Masaryk University*.

Article 2

Definition of terms

- (1) In this measure, a payment card means a payment product linked to a drawdown from Masaryk University's current account at Komerční banka in accordance with Komerční banka's terms and conditions.
- (2) The holder of the payment card is the employee of the Faculty of Informatics in whose name the payment card is issued. The holder of the payment card of the Faculty of Informatics is the Secretary of the Faculty.
- (3) The person authorized to make payments by credit card (hereinafter referred to as the authorized person) is the assistant of the departments, in her absence the assistant of the dean or the secretary of the faculty.

Article 3

Obligations of the cardholder and the authorised person

- (1) The cardholder is obliged to store the card in a safe place, regularly check the possession of the card, the transactions made and take individual security measures to prevent misuse, loss or theft of the card.
- (2) The authorised person must not disclose the card identification data to another person and must prevent their disclosure even when entering them during the payment transaction.
- (3) The payment card is not transferable to another person.
- (4) It is not possible to purchase private goods or services with a payment card.

Article 4

Payments by card for goods or services

- (1) The applicant for payment by credit card shall provide the authorised person with all the documents necessary for payment by credit card - in particular, the exact specification of the subject of purchase, identification of the supplier and the source of financing. The payment applicant shall be responsible for the factual accuracy of the payment documents.
- (2) Based on the request and information from the applicant for payment, the authorised person will enter the order for goods or services into the Magion EIS and ensure that a preliminary management check is carried out before the commitment is made (electronically or via a guide) in accordance with the Dean's financial control instruction.
- (3) After the successful completion of the financial check, the authorized person will place the actual order for goods or services and pay for them by credit card, observing all security measures.
- (4) The authorised person shall also forward the information on the ordering of goods (especially in the case of ordering goods from abroad) to the head of the building management to ensure the operative receipt of the ordered goods from the transport service.
- (5) For the correct delivery of the purchased goods or services, the authorised person shall provide (and print) all documents and additional data - in particular the tax document¹, the proof of payment by credit card with the data necessary for the correct delivery of the purchased goods or services, i.e. the name and address of the supplier, the VAT number of the supplier, the description of the goods or services, the price excluding tax, the purpose of use, the country of origin of the goods, the country of dispatch of the goods, etc.
- (6) All documents, including the original order, shall be forwarded by the authorized person to the Faculty's Economic Department for further processing without undue delay.
- (7) Payments for recurring services from selected suppliers (e.g. Facebook advertising) are a specific case of credit card use. In these cases, the information necessary to make the payment can be entered on the supplier's website (a special credit card number with a limited limit for the amount of the payment transaction and a limit for the allowed debit). The person responsible for ordering the service from the Supplier will specify the service requested and the Supplier will charge the relevant amount directly to the payment card once the requested service has been provided. The person responsible for ordering the service from the supplier shall confirm the factual accuracy of the tax document sent by the supplier. The person responsible for ordering the service, or the authorised person, shall forward the tax document, or any additional data or supporting documents for payment without undue delay to the Faculty's Economic Department for further processing.

Article 5

Card payments related to travel orders

- (1) In the case of payments relating to both domestic and foreign business trips, the business trip must already have been approved by the immediate supervisor and the relevant financial control in accordance with the Masaryk University Directive on Travel Allowances. The related

¹ The tax document is sometimes sent directly to the applicant for payment or issued at the venue of the event (conference fee, accommodation,...). The applicant for payment is obliged to submit the tax document to the Economic Department without undue delay.

(expected) costs of the approved business trip must indicate (in words, including the expected amount) the items to be paid by credit card before the start of the trip (e.g. conference fee, accommodation, airfare, etc.).

- (2) The applicant for payment by credit card shall provide the authorised person with all the documents necessary for payment by credit card - in particular, the exact specification of the subject of purchase, identification of the supplier and the source of financing. The payment applicant shall be responsible for the factual accuracy of the payment documents.
- (3) A prerequisite for making a payment by card is that a preliminary management check is carried out before the commitment is made (by way of a guide) in accordance with the Dean's financial control instruction.
- (4) Based on the request and information from the applicant for payment by card, the authorised person will make the payment by card, observing all security measures.
- (5) After making the payment, the authorized person (or the applicant for payment by card²) prints out the tax document or additional data (e.g. breakdown of conference fee items, type of accommodation, etc.) needed for further processing by the Faculty's Economic Department. He/she will stamp the documents with the number of the travel order to which the payment by credit card is linked and forward them to the Faculty's Economic Department for further processing without undue delay.

Article 6

Other actions related to the use of the payment card

- (1) Upon receipt of the bank statement, the Economics Department will pair the documents with the items on the statement and store all documents together with other economic documents in accordance with the MU Filing and Shredding Regulations.

Article 7

Final provisions

- (1) I hereby delegate the interpretation of the individual provisions of this measure to the Secretary of the Faculty.
- (2) Compliance with this measure is monitored by the Faculty Secretary.
- (3) This measure shall enter into force on the date of its publication.
- (4) This measure shall enter into force on 1 January 2023.

Jiri Zlatuska
Dean FI
signed electronically

² The tax receipt is sometimes sent directly to the person to whom the payment relates, or is issued at the venue of the event.