

Supplement No. 1 to the Measure of the Dean of the Faculty of Medicine No. 8/2021 to ensure financial control at the Faculty of Medicine of Masaryk University

(dated 10 September 2021, ref. MU-IS/138466/2021/1452882/LF-2)

1. In accordance with MU Guideline No. 3/2013 "Ensuring Financial Control at Masaryk University" and in accordance with the Measure of the Dean of the Faculty of Medicine No. 8/2021 on Ensuring Financial Control at the Faculty of Medicine of Masaryk University, Article 2(10), Annex No. 2 of the Measure of the Dean of the Faculty of Medicine of Masaryk University No. 8/2001 on ensuring financial control at the Faculty of Medicine of Masaryk University dated 1 July 2021 (hereinafter referred to as "Annex No. 2"), with effect from 1 September 2021.
2. The Supplement shall enter into force on the date of issue.

Prof. MUDr. Martin
Repko, Ph.D.
Dean of the
Faculty of
Medicine MU

Attachment:

Overview of exceptions to the setup of persons authorised to perform the function of management control at LF MU according to the records in EIS Magion: financial control of selected types of accounting documents (effective from 10 September 2021).

Overview of exceptions to the setup of persons authorised to perform the function of management control at LF MU according to the records in EIS Magion: financial control of selected types of accounting documents

In accordance with the generally binding labour, accounting and internal regulations of Masaryk University and the Faculty of Medicine of Masaryk University, the following employees are authorised to perform the duties of the budget administrator, chief accountant and their deputies for the following selected types of accounting documents:

I. Chief Accountant and Deputy Chief Accountant - Investments

Order no.	Scope of competence and responsibility -number of orders	Type of accounting document		Budget Manager		Type of authority and responsibility		Note
				Budget Manager	Budget Manager - Deputy	Chief Accountant	Chief Accountant - Deputy	
1.	investments without exceptions	investments without exceptions	investments without exceptions	investments without exceptions	investments without exceptions	investments without exceptions	investments without exceptions	investments without exceptions

ii. Budget manager and his deputy, chief accounting officer and his deputy - non-investment

Order	Scope of competence and -number of orders	Type of accounting	Identification of the accounting Magion	Budget Manager		Type of authority and responsibility		Note
				Budget Manager	Budget Manager - intercessors	Chief Accountant	Chief Accountant - Deputy	
1.	1000-9999	Automatic operations	AUT	X	X	Tesařová Marta, Mgr. Ing.	Vitouchová Radka	
2.	1* (outside 1196, 1197, 1198), 2*, 3*, 4*, 5* (excluding 56* 7*, 8*, 9*	Bank statements-credit card	BAN	X	X	Tesařová Marta, Mgr. Ing.	Vitouchová Radka	
3.	1* (except 1196, 1197, 1198), 4*, 5* (except 56* to 59*), 7* 8*, 9* only workplace no. 1107* 1108* 1109*	Domestic travel order	CES tuz.	X	X	Širůčková Dagmar	Jahnová Sonia, Ing.	Narrowing of the scope of competence for contract no. 2* a 3*.

4.	1* (except 1196, 1197, 1198), 4*, 5* (outside 56* to 59*), 7*, 8*, only Workstations 1101*, 1102*, 1103*, 1104*, 1105*, 1106*	Domestic travel order	CES tuz.	XXAndryšiková	Jitka, Bc.		Jahnová Soňa, Ing.	Narrowing the scope of competence to contracts 2* and 3*.
5.	1* (outside 1196, 1197, 1198), 4*, 5* (excluding 56* to 59*) 7*, 8*, 9*Travel order foreignCES workplace no. 1101*, 1102*, 1103*, 1104*, 1107*, 1108,*		incl.	XXJahnová	Soňa, Ing.		Širůčková Dagmar	
6.	1* (outside 1196, 1197, 1198), 4*, 5* (except 56* to 59*) 8*, 9* workstations 1105*, 1106*, 119* only	Travel order foreignCES	incl. 7*,	XXAndryšiková	Jitka, Bc.		Širůčková Dagmar	
7.	1000-9999	Transfers to payroll	CMZ	x	x	Tesařová Marta, Mgr. Ing.	Vitouchová Radka	
8.	1000-9999	Property - non-investment	MAY	x	x	Stošková Naděžda	Pastorková Jiřina	
9.	1* (outside 1196, 1197, 1198), 4*, 5* (except 56* and 59*), 7*, 8*, 9*Manual all this document series MAN/1170a outside document series	accounting document	M A N / 1 1 4 *		MAN	x	XTesařová Marta, Ing. Bc.	

Vitouchová Radka

	2*(except 24* and 29*), 3*(except 3922), all except document series MAN/114*	Manual accounting document	MAN	x	x	Boudná Petra, Ing.	Vrabelová Eva, Ing.	
	1* (except 1196, 1197, 1198), 2*, 3* (except zak. 2913 and 3922), 4*, 5* (except 56* to 59*), only MAN/114* document series	Manual accounting document	MAN	x	x	Vítková Miroslava, Ing.	Tesařová Marta, Mgr. Ing.	
11	1*(except 1196, 1197, 1198), 2* POK, 3*, 4*, desk 7*, 8*, 9*	Cash document - main cash		x	x	Jagerová Zuzana	Pastorková Jiřina	
13.	1*(except 1196, 1197, 1198), 5*(except 56* to 59*), 9*	Cash document - main cash register	POK	Valášková	Zetoch	x	x	
14.	1*(out of 1196, 1197, 1198), 2*, 3*, 4*, 5* (except 56* to 59*) 7*, 8* (except 8448 and 8449), 9*	Cash document - other cash registers	POK	x	XŠirůčková		Jagerová Zuzana	Narrowing of the scope of competence to contracts Nos 8448 and 8449.
16.	1*(out of 1196, 1197, 1198), 5* (except 56* to 59*), 9*	Cash document - other cash registers	POK	Valášková	ZetochovaXX			
17.	1*(out of 1196, 1197, 1198), 2*, 3*, 4*, stock(except 56* and 59*) 7*, 8*, 9*	5*	SKL	x	XTesařová Marta, Mgr. Ing.		Vitouchová Radka	

18.	1* (excluding 1196, 1197, 1198), 2*, 3*, 4*, 5* (except 56* and 59*) 7*, 8*, 9*	Other	Other	x	x	Tesařová Marta, Mgr. Ing.	Vitouchová Radka	
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