

**Supplement No. 2 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 21 February 2022, ref. MU-IS/138466/2021/1452882/LF-3)

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 (hereinafter referred to as the "Measure"), Article 2, Paragraph 10, Annex No. 2 to the Measure (hereinafter referred to as "Annex No. 2") is amended with effect from 23 February 2022. The updated Annex No. 2 is attached as Annex No. 1 to this Appendix.
2. In accordance with Masaryk University Directive No. 12/2015, in the version effective from 1. January 2022, the definition of an investment order as set out in Article 4(5) and footnote 7 of the Measure is hereby amended to read as follows:

*"Orders for the acquisition of assets with a purchase price of more than 80 thousand CZK. For tangible and intangible assets. In the case of assets financed from subsidies, assets with a lower acquisition value may also be recorded as intangible fixed assets. In this case, it depends on the individual conditions of the grant."*

3. The Supplement shall come into force and effect on the date of issue.

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prof. MUDr. Martin Repko,  
Ph.D., dean of the Faculty of  
Medicine MU

Attachment:

Overview of exceptions to the setting of persons authorised to perform the function of management control at the MU Faculty of Medicine according to the records in EIS Magion: financial control of selected types of accounting documents (effective from 23 February 2022).



## 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, our employees are entrusted with the duties of the budget administrator, chief accountant and their representatives for the selected types of accounting documents:

### I. Chief Accountant and Deputy Chief Accountant - Investments

Order no.	Scope of competence and responsibility - No. of orders	Type of accounting document		Type of authority and responsibility				
				Budget Manager	Budget Manager intercessors	Chief Accountant	Chief Accountant - Deputy	Note
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 no.	Scope of competence and responsibility - No. of orders	Type of accounting document	Identification of the accounting document in EIS Magion	Type of authority and responsibility				
				Budget Manager	Budget Manager intercessors	Chief Accountant	Chief Accountant - Deputy	Note
1.	1000-9999	Automatic operations	AUT	x	x	Tesarova Marta, Mgr. Ing.	Vitouchová Radka	
2.	1* (outside 1196, 1197, 1198), 2*, 3*, 4*, 5* (excluding 56* and 59*)	Bank statements-credit card	BAN	x	x	Tesarova 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*, 119*	Domestic travel order	CES tuz.	x	x	Širůčková Dagmar	Jahnová Sonia, Ing"	

4.	1* (except 1196, 1197, 1198), 4*, 5* (outside 56* to 59*), 7*, 8*, 9* workstations 1104*, 1101*, 1102*, 1103*, 1105*, 1106* only	Domestic travel order	CES tuz.	x	x	Andryšiková Jitka, Bc.	Jahnová Sor'la, Ing.
5.	1* (outside 1196, 1197, 1198), 4*, 5* (excluding 56* to 59*) 7*, 8*, 9* only workstations 1101*, 1102*, 1103*, 1104*, 1107*, 1108,*	Foreign travel order	CES will include.	x	x	Jahnová Sor'la, Ing.	Širůčková Dagmar
6 59*)	1* (outside 1196, 1197, 1198), 4*, 5* (excluding 56* to 59*) 7* 8* 9* only workplace no. 1105*, 1106*, 119*	Foreign travel order	CES will include.	x	x	Andryšiková Jitka, Bc.	Širůčková Dagmar
7.	1000-9999	Transfers to payroll	CMZ	x	x	Tesarova Marta, Mgr. Ing.	Vítouchová Radka
8.	1000-9999	Property - non-investment	MAY	x	x	Stošková Naděžda	Pastorková Jirina
9.	1* (outside 1196, 1197, 1198), 4*, 5* (except 56* and 59*), 7*, 8*, 9* to everything outside document series MAN/1170a outside document series MAN/114*	Manual accounting document	MAN	xx		Tesarova Marta, Ing. Bc.	Vítouchová Radka

	2* (except 24* and 29*), 3* (except 3922), all <b>except document series MAN/114*</b>	Manual accounting document	MAN	x	x	Boudná Petra, Ing.	Vrábelová 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.	
111198	1*(except 1196, 1197, 1198), 2*, 3*, 4*, 7*, 8*, 9*	Cash document - main cash desk	POK	x	x	Jagerová Zuzana	Pastorková Jiřina	
13.	1*(except 1196, 1197, 1198), 5* (except 56* to), 9*	Cash document - main cash desk	POK	Zetoch	Jager	x	x	Change to the position of Budget Manager and Deputy Budget Manager
14.	1* (outside 1196, 1197, 1198), 2*, 3*, 4*, 5* (excluding 56* to 59*) 7*, 8* (excluding 8448 and 8449), 9*	Cash document - other cash registers	POK	XXŠirůčková			Jagerová Zuzana	
16.	1* (outside 1196, 1197, 1198), (except 56* to 59*), 9*	Cash document - other POK cash registers	5*	Zetoch	Jager	x	x	Change to the position of budget administrator and Deputy Administrator budget
17.	1* (outside 1196, 1197, 1198), 2*, 3*, 4*, 5* (except 56* and 59*) 7*, 8*, 9*	Warehouse SKL		x	XTesařová Marta, Mgr. Ing.		Vitouchová Radka	

18.	1* (outside 1196, 1197, 1198), 2*, 3*, 4*, 5* (excluding 56* and 59*)	Other	Other	x	x	Tesarova Marta, Mgr. Ing.	Vitouchová Radka	
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