Appendix No. 10

to Jagiellonian University Inventory Instruction

**DECLARATION OF MATERIAL LIABILITY**

**FOR ENTRUSTED JAGIELLONIAN UNIVERSITY’S ASSETS**

|  |  |
| --- | --- |
| **Employee’s no.** | **Employee’s name and surname** |
|  |  |

I hereby declare that I accept material liability for the assets entrusted to me by the Jagiellonian University as part of the inventory process / based on the MT report/ OT card / PT report, with the obligation to account for it. I commit to taking care of the entrusted JU’s assets, adhering to applicable regulations regarding storage, recording, inventorying, and disposal of JU’s assets. I further commit to taking responsibility for any violations of these regulations.

**Date: Signature of the person materially liable**

***……………… …..……..………………………….………....***

***Additional information:***

*Every employee with material liability can generate an up-to-date list of fixed assets for which they have assumed liability in the appropriate section upon logging into their account in the SAP system – Information Portal -–* https://pi.uj.edu.pl.

*Department of Property Records and Office of Inventory Management can also generate an inventory of JU’s assets.*

*Detailed information regarding JU property management and procedures for extraordinary cases is provided in the instructions for the procedure and principles for dealing with unnecessary or consumed Jagiellonian University’s assets, as well as in the Jagiellonian University's Inventory Instruction.*

Copies to:

1. the person materially liable;
2. Department of Property Records;
3. Centre for Human Resources;
4. ad acta.