Załącznik do Zarządzenia Rektora nr 213/2020

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Numer sprawy |  |  | Data |  |

|  |  |  |
| --- | --- | --- |
| pieczątka jednostki organizacyjnej |  | **Do** |
|  |
|  |
|  | Wskazać Decydenta określonego w § 7 Zarządzenia Rektora w/s akceptacji wniosków o zgodę na wydatek |

**WNIOSEK O ZGODĘ NA WYDATEK**

**WNIOSKODAWCA**

|  |  |  |  |
| --- | --- | --- | --- |
| Imię i nazwisko |  | | |
| Numer telefonu |  | Adres e-mail |  |

**WNOSZĘ O ZAKUP**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| L.p. | Charakterystyka przedmiotu zakupu | Ilość/ Liczba | Wartość /szacunkowa wartość netto | Wartość/ szacunkowa wartość brutto |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| **SUMA** | | |  |  |

**UZASADNIENIE ZAKUPU**

|  |
| --- |
|  |

**RODZAJ ŹRÓDŁA FINANSOWANIA**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Budżet jednostki organizacyjnej |  |  | |  | Budżet zadaniowy | |  |
|  |  |  |  | |  |  | | |
|  | Budżet studiów podyplomowych (akronim) |  | |  |  | Budżet projektu/grantu (akronim) |  | |
|  |  |  |  | |  |  | | |
|  | Inne źródło finansowania, jakie |  | | | | | | |

**BUDŻET**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | MPK dysponenta |  | | | | kwota |  | | | | nr zadania |  | poz. |  | | |  |  |  |  | | --- | --- | --- | --- | | MPK dysponenta |  | | | | kwota |  | | | | nr zadania |  | poz. |  | | |  |  |  |  | | --- | --- | --- | --- | | MPK dysponenta |  | | | | kwota |  | | | | nr zadania |  | poz. |  | | |  |  |  |  | | --- | --- | --- | --- | | MPK dysponenta |  | | | | kwota |  | | | | nr zadania |  | poz. |  | |
|  |  |  |  |
| pieczątka i podpis administratora  lub dysponenta budżetu | pieczątka i podpis administratora  lub dysponenta budżetu | pieczątka i podpis administratora  lub dysponenta budżetu | pieczątka i podpis administratora  lub dysponenta budżetu |

**WNIOSKUJĘ O DOKONANIE PRZEDPŁATY**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | NIE |  | TAK, dane do przelewu poniżej |  | TAK, dane do przelewu wg faktury proforma (załącznik) | |  | | TAK, kartą kredytową Uczelni | | | | **Dane do przelewu:** | | | | | | | | | | | | Nazwa firmy | |  | | | | | | NIP | |  | |  | |  | |  | |  | |  | |  | | Adres firmy | |  | | | | | |  | |  | |  | |  | | | | | |  | |  | | Tytułem | |  | | | | | | | | | |  | | | | | | | | | | | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Waluta płatności |  |  | Płatności należy dokonać z rachunku: | | | | | |  |  |  |  |  |  |  | | | Kwota |  |  |  | ogólnego UEW |  | wyodrębnionego na potrzeby projektu, numer rachunku do wpisania poniżej | | |  |  |  |  |  | | |  | | Kod BIC/SWIFT |  |  |  | | | | |   **Numer rachunku bankowego dostawcy:** | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | |
|  | |  | |  | |  | | |
|  | | Data …………….. | | AKCEPTUJĘ/NIE AKCEPTUJĘ  Data …………….. | |
| podpis Wnioskodawcy | | pieczątka i podpis Kwestora  Kontrasygnata Kwestora nie jest wymagana w przypadkach określonych w § 6 ust. 2 Zarządzenia Rektora w/s akceptacji wniosków o zgodę na wydatek | | pieczątka i podpis Decydenta | |