Appendix No. 2

to Jagiellonian University Inventory Instruction

…………………………………….. Kraków, …………….

(JU organizational unit) (date)

**RECEIPT**

for the borrowed Jagiellonian University’s asset

|  |  |  |  |
| --- | --- | --- | --- |
| **Inventory data field number**  | **SAT number, sub-number** | **Name of the JU’s asset** | **Type, serial number** |
|  |  |  |  |
| Borrowing period\*: from ………………. to ……………….\* Borrowing period cannot last longer than one year. |

**I. BORROWING**

The person borrowing the JU's asset assumes **full material liability** for it. This means that in the event of the proven shortage caused by loss, misplacement, destruction, or damage to the aforementioned asset, **they will be held accountable for the amount representing the value of the damage incurred by the Jagiellonian University** (Labor Code, Article 124 (1–3), regarding liability for property entrusted to an employee). Alternatively, they may be required to purchase an asset identical to the lost property and transfer ownership rights to the JU upon a property transfer agreement.

The person borrowing the asset agrees in case of:

1. theft, robbery, or misplacement:
2. to immediately report the incident to the police and the administrator of the facility or the carrier;
3. to immediately notify the person materially liable for the borrowed JU’s asset;
4. to immediately inform the head of the JU organizational unit to which the inventory field where the borrowed asset is registered belongs;
5. damage or destruction of the borrowed JU’s asset:
6. to immediately notify the person materially liable for the JU’s asset;
7. to immediately inform the head of the JU organizational unit to which the inventory field where the borrowed asset is registered belongs;
8. to immediately inform the police if the circumstances require that.

The person borrowing the JU’s asset must return the aforementioned asset within the specified return period, in technically sound and complete condition, and also present the asset for the inventory process.

**The person borrowing the Jagiellonian University’s asset:**

……………………………..……….. ………….……………………………

 (employee’s no., name and surname) (date, signature)

**I agree that the aforementioned JU’s asset be borrowed:**

**the person materially liable for the borrowed JU’s asset:**

……………………………..……….. ………….……………………………

(employee’s no., name and surname) (date, signature)

**I agree that the aforementioned JU’s asset be borrowed:**

**the head of the JU organizational unit to which the inventory field where the borrowed asset is registered belongs:**

……………………………..……….. ………….……………………………

(employee’s no., name and surname) (date, signature)

**II. RECEIPT UPDATE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item no. | Date of the last update | Updated (new) return period  | Borrower’s signature | Signature of the person materially liable | Signature of the head of JU organizational unit |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Comments in the case of theft, loss, misplacement, destruction or damage, as well as information regarding the responsibility or coverage of repair costs (in accordance with the report of the Rector's Main Inventory Commission of the Jagiellonian University and the attachments to this report).**

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

**III. RETURN:**

Return date of the borrowed JU’s asset: …………………………

Technical condition of the returned JU’s asset:

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

Returned by:

……………………………..……….. ………….……………………………

(employee’s no., name and surname) (date, signature)

Recorded by:

……………………………..……….. ………….……………………………

(employee’s no., name and surname) (date, signature)

Copies to:

1. the borrower (the person who borrows the JU’s asset for use);
2. the person keeping record of JU’s assets