Appendix No. 5

to Jagiellonian University Inventory Instruction

**AUTHORIZATION TO REPRESENT IN INVENTORY ACTIVITIES**

In connection with the inventory process of the Jagiellonian University’s assets entrusted to me, commencing on: ……….. , as a person materially liable for the JU’s assets assigned to the following inventory data field number: …….………,

I authorize Mr/Ms ……………………….……….……………………

 (employee’s no., name and surname)

an employee of JU organizational unit: .……………………… …………………………..

to:

represent my interests during the inventory process, in particular:

* present the JU’s assets entrusted to me,
* provide any necessary assistance to the inventory team to ensure the completeness, accuracy, and reliability of the inventory activities.

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

sign on my behalf the relevant inventory documents, including physical inventory sheets that document the actual state of the JU’s assets as established by the inventory team in the presence of the aforementioned person representing me on the day of the inventory.

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

in the event of any inventory discrepancies, provide exhaustive explanations on my behalf regarding the identified discrepancies, in order to settle the inventory and to determine the actual state of the JU’s assets assigned to the inventory field.

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