



Director's Order

16/2013

Stock Inventory as of December 31, 2013

In compliance with the provisions of Sections 29 and 30 of Act 563/91 Coll. as amended and pursuant to Internal Directive No. 2/2007, I announce a regular inventory of all the stock as of December 31, 2013 with the aim of determining the actual physical state, comparing it with the data entered in the accounting system and inspecting the usefulness and usability of the stock.

I appoint the following inventory subcommittees:

For storeroom No. 01: Zdeněk Hrubý, Přemysl Hroník, David Hrbek, Petr Šimek, Přemysl Kopeček, Jaroslav Günter
Stock: chemicals, precious metals

For storeroom No. 03: Zdeněk Hrubý, Přemysl Hroník, David Hrbek, Jaroslav Günter, Přemysl Kopeček
Stock: technical gases, detergents, small laboratory supplies

For storeroom No. 02: Jana Krumpholcová, Eva Binková, Zdenka Gregorová, David Hrbek
Stock: office supplies, laboratory supplies, work clothes

For storeroom No. 04: Jiří Holík, Jiřina Drlíková, Jan Vřetečka, Pavel Poncar, Bohumil Bárta, František Vávra, Richard Jebavý
Stock: glass, jointing, plumbing, wiring, painting, electrical and metallurgical material, implements, etc.

For storeroom No. 05: Miluše Kortusová, Eva Křížková
Stock: book-binding material

For storeroom No. 07: Jiří Holík, Jiřina Drlíková, Jiří Mach, Miroslav Dolejš, Jiří Vytejček
Stock: electrical, wiring, jointing and molding material

For storeroom No. 09: Bronislava Šaffková, Monika Nedvědová
Stock: chips

For storeroom No. 10: Jiří Holík, Jiřina Drlíková, Ing. Jiří Smrž
Stock: furniture

For storeroom No. 12: Jiří Holík, Jiřina Drlíková, Zdeněk Barták
Stock: equipment and spare parts

For storeroom No. 13: Daniel Kolaja, Ing. Jiří Smrž, Ondřej Pačes
Stock: electronics

For storeroom No. 15: Daniel Kolaja, Ing. Jiří Smrž, Ondřej Pačes
Stock: electronics

For storeroom No. 16: Jana Krumpholcová, Eva Binková, Eva Křížková
Stock: laboratory supplies

For storeroom No. 18: Zdeněk Hostomský, Martin Munzar, Markéta Baňková
Stock: objects for representation

For storeroom No. 19: Ing. Petr Mudra, Olga Karpíšková
Stock: intermediate products

For storeroom No. 40: Ing. Petr Mudra, Olga Karpíšková
Stock: intermediate products – other activities

For storeroom No. 42: Jana Krumpholcová, Eva Binková, Zdenka Gregorová, Olga Karpíšková
Stock: material for other activities; for the stock, see storeroom No. 02

For storeroom No. 44: Jiří Holík, Jiřina Drlíková, Jaroslav Bárta, Jan Všetečka
Stock: material for other activities, see storeroom No. 04

For storeroom No. 45: Daniel Kolaja, Ing. Jiří Smrž, Ondřej Pačes
Stock: electronics for other activities

For storeroom No. 46: Jana Krumpholcová, Eva Binková, Ivana Hervertová
Stock: see storeroom No. 16 for other activities

For storeroom No. 47: Jiří Holík, Jiřina Drlíková, Pavel Poncar
Stock: material for other activities, see storeroom No. 07

For storeroom No. 48: Jiří Holík, Jiřina Drlíková, Zdeněk Barták
Stock: material for other activities, see storeroom No. 12

For storeroom No. 52: Jana Krumpholcová, Eva Binková, Ivana Hervertová
Stock: see storeroom No. 16 for the main activity not taxable by VAT

For storeroom No. 58: Jiří Holík, Jiřina Drlíková, Zdeněk Barták
Stock: see storeroom No. 12 for the main activity not taxable by VAT

The composition of the subcommittees is binding. Any changes must be announced in writing in advance and passed to the director of the Institute through the Economic Unit for approval.

The inventory will commence on January 2, 2014 and will be completed on January 22, 2014. The deadline for submitting the inventory lists to the Accounting Department is January 15, 2014. The accuracy of the values recorded in the inventory lists shall be confirmed by the signatures of all materially responsible persons and at least one more member of the inventory committee, specifically on each sheet of the inventory list.

The lists of the stock which has been damaged, which does not meet the basic requirements of occupational safety and fire protection, which is superfluous and to be disposed of shall be, accompanied by the respective commentary, submitted along with the inventory lists.

After the physical state and accounting records have been compared, the damage committee shall discuss the differences and propose to the director the method of their settlement.

The inventory process is completed once it has been entered in the accounting records for the period concerned on the basis of formally and factually correct materials.

Please direct any questions to the main inventory committee, comprising:
Head: Petr Šimek CSc., members: Božena Petschová, Ivana Hervertová.

Prague, December 31, 2013

RNDr. PhDr. Zdeněk Hostomský, CSc.
Director