



Director's Order

16/2009

## Inventory of the Material and Immaterial Property in Use as of 31st December 2009

Pursuant to the provisions of Sections 29 and 30 of Act 563/91 Coll. as amended and Internal Directive No. 2/2007, I announce the inventory of the material and immaterial property in use and of precious metals in use.

The aim of the inventory, which will commence on 8th January 2010 and be completed on 22nd January 2010, is to verify the physical state of the property in use as of 31st December 2009 for the value registered in the accounting.

The appointment of the partial inventory commissions (PICs) comprising the team leaders, deputies and the users is binding. If a team leader entrusts another employee on his/her behalf, this change must be announced in writing through the Technical, Economic and Logistic Administration to the director of the workplace before the inventory commences.

Members of the PICs will be responsible for an informal approach to the inventory, i.e. they will verify not only the physical existence of the property but also **whether the property exhibits the basic requisites of work safety and fire protection**. The material correctness of the data on the actual state of all the property registered in the users' report shall be confirmed by the members of the PICs by their signatures.

Training in this matter shall be provided by Ms Irena Eisenreichová. All differences found, i.e. shortfalls, excesses and damages, must be resolved and billed for the period that the inventory covers.

The materials issued by Ms Irena Eisenreichová (5th Floor, Building D) include the inventory lists of the property listed by user, the list containing the name of the supervisor, the deputy of the supervisor and team members, a notebook for marking the inaccuracies discovered, shortfalls, excesses and damages, replacement tags for renewing the inventory numbers, forms for transfers between users, forms for proposals for liquidation and the form, 'Protocol on the Inventory Implemented'.

I request that the originals of the users' reports not be spoilt with notes. They are intended to be archived and to prove the inventory in accordance with the law.

Please direct any questions to the main inventory commission, comprising for the purposes of the inventory for 2009:

Chair: Petr Šimek

Members: Božena Petschová, Irena Eisenreichová

Prague, 31st December 2009

RNDr. Zdeněk Havlas, DrSc.  
Director

Attachments:

- a list of employees marked as PICs
- /organisational structure .../
- a notebook for marking inaccuracies inventory lists