

Director's Decree V2023-11

29 December 2023

Inventory of stocks as of 31 December 2023

In accordance with the provisions of §29 and §30 of Act 563/91 Coll. as amended and the internal directive No. 2/2007, I announce the inventory of all stock as of 31 December 2023 with the aim to verify actual physical state ascertain the actual physical condition, compare it with the data registered in accounting books and to verify the purpose and usability of the stock held.

I am appointing the following inventory subcommittees:

- For warehouse No. 01: Zdeněk Veinlich, Petr Luňák, Václav Konečný, Filip Bilko, Petr Šimek, Jaroslav Günter
Stored stocks: Chemicals, precious metals
- For warehouse No. 02: Eva Binková, Jana Krumpholcová, Martin Kuk, Zdeněk Veinlich, Jan Kokta, Marie Prokopcová
Stored stocks: Office supplies, laboratory supplies, workwear
- For warehouse No. 03: Zdeněk Veinlich, Václav Konečný, Petr Luňák, Filip Bilko, Petr Šimek, Jaroslav Günter, Jan Kokta
Stored stocks: Technical gases, cleaning agents, small laboratory materials
- For warehouse No. 04: Eva Binková, Jana Krumpholcová, Martin Kuk, Jan Všetečka, Richard Jebavý, Jaroslav Hofman, Petr Polák, Jiří Mach, Jan Kokta
Stored stocks: Glass, fasteners, installation, electrical, painting, electrician and metallurgical materials, tools, electrical, wiring, fasteners and forming materials, etc.
- For warehouse No. 08: Jakub Šimon, Jiří Polách
Stored stocks: Bookbinding material
- For warehouse No. 10: Jan Kokta, Martin Kuk, Eva Binková, Jana Krumpholcová, Ing. Marie Prokopcová, Veronika Zelenková
Stored stocks: Furniture
- For warehouse No. 11: Ondřej Pačes, Markéta Špreňarová, Miroslava Bartáková
Stored stocks: Production in progress - main activity
- For warehouse No. 12: Veronika Zelenková, Jan Kokta, Martin Kuk, Eva Binková, Jana Krumpholcová, Zdeněk Barták
Stored stocks: Instruments and spare parts
- For warehouse No. 13: Daniel Kolaja, František Procházka, Pavel Poncar
Stored stocks: Electronics
- For warehouse No. 15: Daniel Kolaja, Eva Binková, František Procházka
Stored stocks: Electronics
- For warehouse No. 16: Veronika Zelenková, Martin Kuk, Eva Binková, Jana Krumpholcová, Marie Prokopcová, Jan Kokta
Stored stocks: Laboratory material
- For warehouse No. 17: Daniel Kolaja, Pavel Poncar, Markéta Špreňarová
Stored stocks: Fasteners, metallurgical material
- For warehouse No. 18: Jan Konvalinka, Markéta Baňková, Barbora Fričová
Stored stocks: Representative items

- For warehouse No. 19: Ondřej Pačes, Markéta Špreňarová, Miroslava Bartáková
Stored material: Semi-finished products
- For warehouse No. 40: Ondřej Pačes, František Procházka, Miroslava Bartáková
Stored material: Production in progress – other activity
- For warehouse No. 41: Zdeněk Veinlich, Václav Konečný, Petr Luňák, Filip Bilko, Petr Šimek, Jaroslav Günter
Stored stocks: Chemicals, precious metals without VAT
- For warehouse No. 44: Daniel Kolaja, Pavel Poncar
Stored material: Technical material for other activity
- For warehouse No. 45: Daniel Kolaja, Eva Binková, František Procházka
Stored material: Electronics for other activity without VAT
- For warehouse No. 46: Jan Kokta, Eva Binková, Martin Kuk, Jana Krumpholcová, Marie Prokopcová
Stored material: see warehouse No. 16 for other activities – medical office
- For warehouse No. 47: Daniel Kolaja, Markéta Špreňarová, Pavel Poncar
Stored material: Technical material for other activity without VAT
- For warehouse No. 48: Markéta Špreňarová, Daniel Kolaja, Pavel Poncar, Jan Kokta
Stored material: Material for other activity - see warehouse No. 12 without VAT
- For warehouse No. 50: Marie Prokopcová, Martin Kuk, Jan Kokta, Eva Binková, Jana Krumpholcová
Material for main activity without VAT
- For warehouse No. 52: Martin Kuk, Eva Binková, Jana Krumpholcová, Marie Prokopcová, Jan Kokta
Stored material: See warehouse No. 16 for the main activity without VAT
- For warehouse No. 54: Zdeněk Veinlich, Martin Kuk, Eva Binková, Jana Krumpholcová, Pavel Poncar, Veronika Zelenková, Jan Kokta
Stored stocks: See warehouse No. 04 for the main activity without VAT
- For warehouse No. 58: Martin Kuk, Eva Binková, Jana Krumpholcová, Marie Prokopcová, Jan Kokta
Stored material: See warehouse No. 12 for the main activity without VAT
- For warehouse No. 94: Daniel Kolaja, Pavel Poncar, Markéta Špreňarová
Stored stocks: Wiring, electrical and metallurgical materials
- For warehouse No. 97: Daniel Kolaja, Pavel Poncar, Markéta Špreňarová
Stored stocks: Electrical, wiring, fasteners and forming material

The composition of the committees is binding. Any changes must be notified in writing in advance and forwarded to the Director of the Institute for approval via the Economic Department.

The inventory count will start on 2 January 2024 and will be completed on 18 January 2024. On this date, all documents relating to uninvoiced deliveries, re-invoicing and other documents relating to the inventory as at the balance sheet date, as well as inventories of damaged stocks, stocks that do not show basic occupational safety or fire protection aspects, stocks not needed and stocks proposed for disposal will be handed over to the Economic Department.

The correctness of the values stated in the inventory lists shall be certified by the signatures of all materially responsible persons and members of the inventory committee.

After comparing the physical and accounting situation, the claims committee shall discuss the differences and propose to the Director a method of settlement.

Completion of the inventory shall be understood as the entry in the accounts, on the basis of formally and materially correct documents, of the period covered by the inventory.

If you have any questions, please contact the main inventory committee for warehouse inventory which I appoint as follows:

- Chairman: Petr Šimek,
- Members: Božena Petschová, Simona Šrůtková.

A handwritten signature in blue ink, appearing to read 'Jan Konvalinka', is positioned above the printed name.

Prof. RNDr. Jan Konvalinka, PhD.
Institute Director