**ACCOMPANYING FORM TO CONTRACT**

|  |  |
| --- | --- |
| **1. Seriál number of contract: S** …………………….  | Assigned by: Alena Holotíková  |
|  |  |
| **2. Party/Parties to the contract (other than FSV UK):**  Name: ……………………. Residence or Place of Business: ……………………. IČ: ……………………. DIČ: ……………………. |  **3. Subject matter of the contract:** ……………………………………. |
| **4. Professional contract gaurantor (submitter):**   |
|  *FSV Cost Center:* ……………………. *Name of Employee:* ……………………. |
| **5. Kind of agreement:** ……………………. | **Is contract registered?\*** ☐YES / ☐ NO  |
| **6. The Faculty of Social Sciences is the following kind of party to the contract:**  ☐ Purchaser ☐ Supplier  |
| **7. Price without VAT:** ……………………. **Source of financing within FSV:** …………………….*(i.e. Cost Center number; provide if FSV is the purchaser)* **Price with VAT:** …………………….  |
| **8. Value of completed contract without VAT:** ……………………. **Value of completed contract with VAT:** ……………………. *Provide if the contract does not state a price but its value can be determined;*  *or if the value of the contract is greater than the price stated therein.*  |
| **9. Date the contract was executed:** ……………………. **Date of termination of contractual relations:** ……………………. |
|  *For contracts for an indefinite time state the length of the notice period required for termination.*  |
| **10. Justification for performance in terms of necessity, effectiveness, and usefulness:**……………………. |
| **11. Archiving of the contract at FSV:** |
|  First original + original control sheet + report of publication of the contract: Economic Department: ……………………………………………………………………………………………………….. Second original + copy of control sheet: …………………………………………………………….  |
| **12. Approval of execution of the proposed contract: \*\*** |
|  |  |  | **Name, center (in capital letters)** |  |  **Date** |  |  **Signature** |
|  | Submitter: |  | ……………………. | ………………. |  |
|  | Transactor of operation: |  | ……………………. | ………………. |  |
|  | Budget Administrator: |  | ……………………. | ………………. |  |
|  | Head of the Economic Department: |  | Bc. Hana Pokorná, DiS | ………………. |  |
|  | Attorney: |  | ……………………. | ………………. |  |
|  | Secretary: |  | Ing. Ondřej Blažek | ………………. |  |
| **13. Attachments:** ……………………. |

\* Check the appropriate box.

\*\* Please provide any remarks on the back of this form or on an attached separate sheet.