

*Charles University, Faculty of Social Sciences*

**Request for Entrustment of Assets**

Employee/Student\* name and surname

(hereinafter, “the Requester”):

E-mail:

Workplace and position of employment:

I hereby request that the Faculty of Social Sciences of Charles University entrust to my care the following items of property for my use outside the premises of the Faculty:

|  |  |
| --- | --- |
| **Inventory no.** | **Description of Item** |
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| **Reasons for the request:** |

The Requester acknowledges that in cases where the purchase price of an item is in excess of CZK 10,000, the head of the Technical Operations Department will require the Requester to execute an Agreement on Responsibility for Loss of Entrusted Property in accord with the Labor Code.

In Prague, (date)………………………..

Signature of Requesting Employee: ………………………………

Approved/Disapproved\*

by the Director of the Institute/Head of Department: ………………………………

Approved/Disapproved\* by

the head of the Technical Operations Department (PTO): ………………………………

Recommended/not recommended\* by

the Secretary, FSV UK: ………………………………

Approved/Disapproved\* by the Dean, FSV UK: ……………………………....

*\* Circle the appropriate choice and sign at right.*