Rules regarding settlement of funds granted as part of the Competition for Financing the Activity of Ph.D. Students of Jagiellonian University and finalists of Scientific Salon of The Jagiellonian University PhD Student Association (TD UJ)

I. Settlement of domestic travel
II. Settlement of foreign travel
III. Settlement of conference organization
IV. Settlement of costs of publishing a publication
V. Settlement of reimbursement for proofreading of a scientific article
VI. VI. Settlement of reimbursement for purchase of scientific literature
VII. Settlement of on-line conference
VIII. Settlement of prizes awarded to finalists of Scientific Salon of TD UJ

Note! All invoices and bills delivered to TD UJ office must be originals. The office does not accept copies of invoices nor scans thereof.

Note! In the event of foregoing the financing for reasons independent of the applicant (e.g. random event, rejection of the paper by conference organizers), employee of TD UJ (address doctoranci@uj.edu.pl) or Competition Coordinator must be immediately notified.

Towarzystwo Doktorantów Uniwersytetu Jagiellońskiego
ul. Czapskich 4/14, 31 – 110, Kraków, tel.: (012) 663 39 04,
www.doktoranci.uj.edu.pl

I. Settlement of domestic travel

Doctoral students at Doctoral Schools (excluding doctoral students of Doctoral School of Medical and Health Sciences):

Doctoral students of Doctoral Schools (excluding doctoral students of Doctoral School of Medical and Health Sciences) of the Jagiellonian University should be submitted before departure national travel application via the Information Portal https://pi.uj.edu.pl/irj/portal?theme=uj1364
In order to gain access to the Information Portal, doctoral students from doctoral schools should follow the instructions
https://www.sapiens.uj.edu.pl/SAP_Pytania_68_Czy_doktoranci_powinni_skladac_elektroniczny_wniosek_o_podroz_na_Portalu_Informacyjnym_nie_dotyczy_UJCM Detailed information on submitting domestic travel applications for via PI can be found on the website https://www.sapiens.uj.edu.pl/instrukcje_podroze Settlements of electronic travel applications should be made via the Portal information within 14 days of return.

1. The detailed procedure for settling electronic travel applications can be found here on the website of the Integrated Systems Development Center and in the form of a presentation https://www.sapiens.uj.edu.pl/instrukcje_podroze
2. All invoices issued electronically related to the trip should be sent to the following address doktoranci@uj.edu.pl, paper invoices should be delivered to the TDUJ Office for introduction to the SAP system. The office worker will give you a system number that will be sent back. The invoice with the SAP number should be attached to the settlement in PI.

Doctoral students from Doctoral School of Medical and Health Sciences:

For the purpose of settling costs of **travel, conference fee, accommodation and boarding**, a delegation form must be collected from the office of TD UJ prior to travel. On this form, you should obtain a stamp and signature of organizers, confirming your participation in the event. **Within 7 days** of return, you should submit a delegation in the office of TD UJ together with: travel tickets from and to Cracow, an invoice for the conference fee and accommodation issued to the Jagiellonian University (data for the invoice below). Invoices should be described in a legible manner **on the reverse side** as follows:

Invoice for participation in the conference "conference name". The service was performed on "conference date". I paid from own funds and request reimbursement to the account no. "account number".

I hereby declare that the value of the contract and its division was not underestimated in order to avoid full application of the provisions of the Public Procurement Law or the provisions applicable to a given public procurement procedure.

I confirm the performance of the service/ receipt of the goods, in accordance with the invoice.

Market verification was performed prior to the order.
I declare that as at the date of awarding the contract/ making the purchase, the contractor did not appear on the list of persons and entities subject to sanctions kept by the Minister of the Interior and Administration.
Signature

Before booking your accommodation, you should explore the market, and thereafter provide the following description on the invoice / bill:

Invoice for accommodation during the conference "conference name". The service was performed on …
Before the order was fulfilled, market verification was carried out. I paid from own funds and request reimbursement to the account no. "account number".
I hereby declare that the value of the contract and its division was not underestimated in order to avoid full application of the provisions of the Public Procurement Law or the provisions applicable to a given public procurement procedure.
I confirm the performance of the service/ receipt of the goods, in accordance with the invoice. Market verification was performed prior to the order.
I declare that as at the date of awarding the contract/ making the purchase, the contractor did not appear on the list of persons and entities subject to sanctions kept by the Minister of the Interior and Administration.
Signature

If the invoice was paid by transfer, please enclose a printout confirming that the transfer had been made.
If organizers do not provide boarding, it is possible to obtain **travel allowance in the amount of PLN 45 per day of stay**. When submitting the print of delegation form, you should also submit a statement stating "the organizer did not provide boarding", signed at a place specified by the recipient. If only partial boarding was provided by organizers, please specify such boarding in detail on the reverse side of delegation form. You should also make a statement whether you used public transport or not. Please remember that when carrying out the aforementioned activities, you **should have with you your bank account number** since all payments are made by transfer.

Where the Ph.D. student is settling funds with the university for the first time, a print of **Entry of the supplier to the SAP system** should be enclosed; it is available at:
http://www.doktoranci.uj.edu.pl/documents/1167150/0/Procedura+zg%C5%82aszania+do+SAP/6635c19a-9843-4175-8b0c-772a61210043

Data for the invoice:

Purchaser: Uniwersytet Jagielloński
Ul. Gołębia 24
31–007 Kraków
NIP: 675 000 22 36

II. Settlement of foreign travel

Settlements of foreign travel are carried out via the International Relations Office (Dział Współpracy Międzynarodowej**, DWM) of Jagiellonian University (ul. Czapskich 4) and in the case of Collegium Medicum (CM) Ph.D. students – via the Official Business Travel Management Team (**Zespół ds. Obsługi Wyjazdów Służbowych**) (ul. św. Anny 12).**

Rules concerning the settlement of foreign travel are accessible on the DWM website
http://www.dwm.uj.edu.pl/procedury-wyjazdowe/formalnosci

Rules concerning the settlement of foreign travel of CM Ph.D. students are accessible on the website:
http://www.zows.cm.uj.edu.pl/zagraniczne

Before the trip, it is recommended to contact DWM and in the case of CM Ph.D. students – the Official Business Travel Management Team in order to make sure whether the travel application has been submitted for approval to an appropriate vice-rector.
In the course of settlement, you need to submit with DWM the bank account number to which the funds will be transferred.

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Data for the invoice:
Purchaser:
Uniwersytet Jagielloński
Ul. Gołębia 24
31–007 Kraków
NIP: 675 000 22 36
Please make sure that the invoice contains **name and surname of the beneficiary** and in the event of air travel invoices – also **the destination**.

III. Settlement of conference organization

1. Preparation of the final cost estimation of the conference

We would like to inform that Order no. 24 of the Jagiellonian University Rector of 25 April 2016 concerning organization of congresses, conferences, symposiums, meetings and seminars at the Jagiellonian University provides for the rules of settlement.

- Before making any expenses, please prepare a cost estimation of the conference, constituting appendix no. 1 to Order no. 24.
- Expenses from TD UJ funds need to be consulted with authorities and approved,
- Then, please submit the **cost estimation** for approval to the **division head (**kierownik jednostki**)**, where the Ph.D. student is studying, and to the **Questor of the Jagiellonian University (Kwestor UJ)**.
- Original budget needs to be submitted to the Analysis, Controlling and Budgeting Department (Dział Analiz, Kontrolingu i Budżetowania) in Collegium Novum, and photocopies need to be submitted to TD UJ Office.

2. Expenses exceeding PLN 3500

In the case of expenses exceeding PLN 3500 net in one company, it is required to carry out market verification by checking prices (and documenting them) from at least three contractors. Documentation including received offers, faxes, website printouts, e-mails needs to be submitted to TD UJ before placing any orders with a particular contractor.
In the case of expenses up to PLN 3500 net, market verification may be carried out by phone, via the Internet or by any other means, and in such case the invoice or the bill need to contain the ordering party's statement as follows: "Prior to order implementation, market verification was carried out" or you may be required to provide justification for why the given contractor was selected.

3. Types of conference expenses

The following may be financed from TD UJ funds as part of a conference:

- conference materials,
- lease of premises,
- catering services – when applying for funds for catering from TD UJ budget, its amount may not exceed 50% of the amount applied for;
- print of conference materials;
- accommodation (NOTE! Jagiellonian University divisions inviting guests whose stay is financed from Jagiellonian University funds are obligated to accommodate such guests in Jagiellonian University guest houses, and only if it is confirmed in writing that there are no free rooms – in other hotels in Cracow – Jagiellonian University Chancellor Communication (*Komunikat nr 2 Kanclerza UJ*) no. 2 of 3 January 2012.
- cost of travel of invited foreign guests

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- cost of travel of invited national guests (settlement on the basis of a VAT invoice for the ticket)
- expenses from TD UJ funds will be settled only on the basis of invoices and bills, civil law agreements are not supported

4. Ordering office materials

Purchase may only be carried out via a company which won the tender for the provision of office materials and which executed an agreement with the Jagiellonian University.

When submitting an order, please use the assistance of Purchase Division in the Provisions Department (*Sekcja Zakupów w Dziale Zaopatrzenia*) by writing at zaopatrzenie@uj.edu.pl and specifying the needed goods, quantity thereof, and the cost centre no. obtained from the JUPSA office employee.
Selection of available materials is available on the website of the Provisions Department: http://www.dz.uj.edu.pl/komunikaty-i-umowy

As the place of delivery, please specify the registered office of TD UJ: ul. Czapskich 4/14 or the address of another Jagiellonian University division. **If materials are delivered to any other address than TD UJ registered office, the invoice needs to be submitted to the TD UJ office within five business days of invoice issuance**.
Payment for ordered goods will be made after they are delivered, by a transfer to the company's bank account specified in the VAT invoice, within 30 days of invoice issuance.

5. Ordering printer paper

Purchase may only be carried out via a company which won the tender for the provision of paper and which executed an agreement with the Jagiellonian University.

When submitting an order, please use the assistance of Purchase Division in the Provisions Department (*Sekcja Zakupów w Dziale Zaopatrzenia*) by writing at zaopatrzenie@uj.edu.pl and specifying the needed goods, quantity thereof, the cost centre no. obtained from the JUPSA office employee.
Selection of available materials is available on the website: http://www.dz.uj.edu.pl/komunikaty-i-umowy

As the place of delivery, please specify the registered office of TD UJ: ul. Czapskich 4/14 or the address of another Jagiellonian University division. **If materials are delivered to any other address than TD UJ registered office, the invoice needs to be submitted to the TD UJ office within five business days of invoice issuance**.

Payment for ordered goods will be made after they are delivered, by a transfer to the company's bank account specified in the VAT invoice, within 30 days of invoice issuance.

6. Ordering printing supplies

Purchase may only be carried out via a company which won the tender for the provision of printing supplies and which executed an agreement with the Jagiellonian University.

When submitting an order, please use the assistance of Purchase Division in the Provisions Department (*Sekcja Zakupów w Dziale Zaopatrzenia*) by writing at zaopatrzenie@uj.edu.pl and specifying the needed goods, quantity thereof, the cost centre no. obtained from the JUPSA office employee.
Selection of available materials is available on the website:
http://www.dz.uj.edu.pl/komunikaty-i-umowy

As the place of delivery, please specify the registered office of TD UJ: ul. Czapskich 4/14 or the address of another Jagiellonian University division. **If materials are delivered to any other address than TD UJ registered office, the invoice needs to be submitted to the TD UJ office within five business days of invoice issuance**.
Payment for ordered goods will be made after they are delivered, by a transfer to the company's bank account specified in the VAT invoice, within 30 days of invoice issuance.

7. Conference materials with Jagiellonian University logo

Conference materials with Jagiellonian University logo, i.e. folders, pens, block, etc., may be obtained in the Jagiellonian University Promotions Department (*Dział Promocji UJ*) (https://promocja.uj.edu.pl/).
Payment for such materials is made by means of an internal note issued to TD UJ.
Data for the internal note:

Towarzystwo Doktorantów UJ
ul. Czapskich 4/14
31-110 Kraków

Before collecting materials from DPiI UJ, please obtain from TD UJ a confirmation of granted funds to be presented in DPiI UJ.

8. Conference roll-up

Please collect a conference roll-up with TD UJ logo from TD UJ registered office, to be placed at a visible location during the conference.

9. Settlement of invoices

At the latest **within 3 business days** from the end of conference you need to deliver to TD UJ registered office invoices corresponding to the presented cost estimate and a report from the event.

Transfer invoices need to be payable within at least **21 days** and be delivered to TD UJ office within 3 days of issuance.

Data for invoices:

Purchaser: Uniwersytet Jagielloński
ul. Gołębia 24
31–007 Kraków
NIP: 675 000 22 36

In the case of invoices paid by cash, reimbursement will be made to the account of the person which made the payment. Invoices should be described in a legible manner **on the reverse side** as follows (invoice description may not take more than 1/3 of the reverse side):

Invoice for "name of the service" for participants in the conference "conference name". The service was performed on "date". Before the order was performed, the market had been verified. I have paid from own funds by and request that such funds be reimbursed to the account no. "bank account number".
I hereby declare that the value of the contract and its division was not underestimated in order to avoid full application of the provisions of the Public Procurement Law or the provisions applicable to a given public procurement procedure.
I confirm the performance of the service/receipt of the goods, in accordance with the invoice.
Market verification was performed prior to the order.
I declare that as at the date of awarding the contract/making the purchase, the contractor did not appear on the list of persons and entities subject to sanctions kept by the Minister of the Interior and Administration.
Signature

In the case of transfer invoices for the service provider, **at least 21-day payment deadline** needs to be negotiated. Such invoice should be described as follows (invoice description may not take more than 1/3 of the reverse side):

Invoice for "name of the service – corresponding to the declaration in the cost estimate" for participants in the conference "conference name". The service was performed on "date". Before the order was performed, the market had been verified. Amount to be transferred to the service provider's account.
I hereby declare that the value of the contract and its division was not underestimated in order to avoid full application of the provisions of the Public Procurement Law or the provisions applicable to a given public procurement procedure.

I confirm the performance of the service/ receipt of the goods, in accordance with the invoice.
Market verification was performed prior to the order.
I declare that as at the date of awarding the contract/ making the purchase, the contractor did not appear on the list of persons and entities subject to sanctions kept by the Minister of the Interior and Administration.
Signature

The transfer invoice must be delivered to TD UJ office within 3 business days of issuance. **Overdue invoices will not be accepted!!!**

Where the Ph.D. student is settling funds with the university for the first time, a print of **Entry of the supplier to the SAP system** should be enclosed; it is available at: http://www.doktoranci.uj.edu.pl/documents/1167150/0/Procedura+zg%C5%82aszania+do+SAP/6635c19a-9843-4175-8b0c-772a61210043

12. Internal notes

All expensed related to conference organization, made by other Jagiellonian University divisions or in other Jagiellonian University divisions, will be settled on the basis of internal notes corresponding to the presented budget and issued to Ph.D. Students' Association of Jagiellonian University (*Towarzystwo Doktorantów Uniwersytetu Jagiellońskiego*). Internal notes need to be delivered to TD UJ office in person or via Jagiellonian University General Secretariat (*Sekretariat Ogólny*).

13. Payment for invoices and internal notes by TD UJ

Practicable time required for the payment for invoices and internal notes is 10-14 days, which comprises:
- acceptance of the expense by TD UJ authorities,
- acceptance of the expense by funds administrator – Jagiellonian University Vice-Rector for Educational Affairs (*Prorektor UJ ds. dydaktyki*),
- initial accounting of the document (TD UJ office – employee of Jagiellonian University Didactics Support Centre [*Centrum Wsparcia Dydaktyki UJ*]),
- document verification (Jagiellonian University Document Verification and Control Team [*Zespół ds. Weryfikacji i Kontroli Dokumentów UJ*]) and approval by Jagiellonian University Questor (*Kwestor UJ*) and Jagiellonian University Chancellor (*Kanclerz UJ*),
- accounting of the document (Jagiellonian University Accounting Department [*Dział Księgowości UJ*]),
- making the transfer (Jagiellonian University Financial Department [*Dział Finansowy UJ*]).

IV. Settling the costs of publishing a publication

1. Publications are settled on the basis of an agreement in the case of publishing a publication in Jagiellonian University Press (*Wydawnictwo Uniwersytetu Jagiellońskiego*) or a publishing agreement in the case of an external publisher, in accordance with Order no. 33 of the Jagiellonian University Rector of 25 June 2007, accessible at:
http://www.bip.uj.edu.pl/documents/1384597/2379271/zarz_33_2007.pdf
2. If the publication is to be published in the Jagiellonian University Press (WUJ), please report to the publisher in order for the agreement between WUJ and TD UJ to be prepared. The agreement, together with calculation and advance debit note, as prepared by WUJ, must be delivered to the office of TD UJ for signature by the President of TD UJ.

After the publishing process has been competed, please deliver to the office of TD UJ a debit note as well as settlement prepared by WUJ and provide 5 copies of the publication or grant access to electronic version of the publication to TD UJ.

2.1. If the publication is to be published outside WUJ, please collect from an employee of TD UJ office a template of a publishing agreement to be executed, fill in the details concerning the publisher and deliver it to the office of TD UJ, which agreement will then be provided to University authorities for signature. The agreement will be executed by Jagiellonian University didactics vice-rector and Jagiellonian University questor on behalf of TD UJ. The executed agreement should be collected from the TD UJ office and affixed with the signature of publisher's president. The signed agreement must be delivered to the TD UJ office, and the publishing process shall begin.

2.2. Following the publication, it will be necessary to deliver to TD UJ office an invoice issued to Jagiellonian University, publication settlement as well as **5 copies** of the book (or to provide access to electronic version of the book in the case of papers without printed copies).

3. In the case of publications published outside WUJ by an outside publisher with partial financing from TD UJ, a confirmation of granted financing must be collected from the TD UJ office, and report to the division where the applicant is the Ph.D. student and carry out the execution of the publishing agreement.

4. Please note that all further changes concerning the number of publisher's sheets, authors or editors or any similar changes must be notified in writing to the competition coordinator.

5. Settlement of the published publication, regardless of the publisher, takes place within nine months of receiving information about funding from the Jagiellonian University PhD Students Association.

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www.doktoranci.uj.edu.pl

V. Settlement of reimbursement for proofreading of scientific article

1. Proofreading cost reimbursement is settled on the basis of relevant invoices / bills issued to Jagiellonian University:

Purchaser: Uniwersytet Jagielloński
Ul. Gołębia 24
31–007 Kraków
NIP: 675 000 22 36

The invoice/bill must be settled **within 7 days** of issuance. The invoice should be issued within a quarter in relation to which the financing was granted and described as follows:

Invoice for scientific paper translation in (journal name). The service was performed on... Before the order was performed, the market had been verified. I have paid the invoice from own funds by transfer / cash and request that such funds be reimbursed to the account no.
I hereby declare that the value of the contract and its division was not underestimated in order to avoid full application of the provisions of the Public Procurement Law or the provisions applicable to a given public procurement procedure.
I confirm the performance of the service/ receipt of the goods, in accordance with the invoice.
Market verification was performed prior to the order.
I declare that as at the date of awarding the contract/ making the purchase, the contractor did not appear on the list of persons and entities subject to sanctions kept by the Minister of the Interior and Administration.
Signature

If the invoice was paid by transfer, please enclose a printout confirming that the transfer had been made.

2. The invoice must be accompanied by a confirmation, granted by journal's editors, that the article was accepted for print.

3. If editors of a journal listed on the scientific journals list of the Ministry of Science and Higher Education as an at least 70-point journal reject the article, the Office of TD UJ must be notified immediately of this fact and provided with a letter of editors specifying that the article was rejected. The corrected article should be submitted to editors of another journal listed on the scientific journals list of the Ministry of Science and Higher Education as an at least 70-point journal or, if this was impossible, to a journal with fewer points.

4. TD UJ does not execute civil law agreements concerning proofreading. Such agreements may be executed by Ph.D. student's division (institute/department). After the service has been performed, the division may issue an accounting (internal) note to TD UJ up to the amount of granted financing.

NOTE! Please pay attention to foreign service providers who issue invoices without adding VAT. When settling the invoice in accordance with Polish law, VAT should be added and paid in respect of such invoice. The amount of financing will be reimbursed to the applicant after deducting the value of VAT.

VI. Settlement of reimbursement for purchase of scientific literature.

1. During special editions of the Competition for Financing the Activity of Ph.D. Students of Jagiellonian University, TD UJ finances the purchase of scientific literature or other literature connected to the research undertaken (such as novels or comic books). The maximum amount of financing is 500 PLN.

2. **Chosen books may be bought outside of Poland, however only from countries belonging to the UE (and, until 31 December 2020, the UK), due to the additional costs of customs and complicated administrative procedures for imports from the rest of the world.**

3. **Invoices** together with a confirmation of the bank transfer should be submitted to TD UJ's office **within 14 days of their issue.**

4. The reimbursement procedure can be started only after the submission of a complete set of documents, that is: a) All of the invoices
   b) All of the bank transfer confirmations

5. **Requirements regarding the invoice:**
   a) It has to be issued for:
   Buyer: Uniwersytet Jagielloński

Towarzystwo Doktorantów Uniwersytetu Jagiellońskiego
ul. Czapskich 4/14, 31 – 110, Kraków, tel.: (012) 663 39 04,
www.doktoranci.uj.edu.pl

ul. Gołębia 24
31–007 Kraków
NIP: 675 000 22 36

b) In the case of a foreign invoice, the NIP number has to be preceded by the letters PL (i.e. PL xxxx where xxxx stands in for the NIP number), and VAT has to equal 0% (it will be covered in Poland by JU).
c) The payment has to be made by the PhD student – TD UJ reimburses the cost after the fact. Please remember to always attach the bank transfer confirmation.
d) **The original invoice** (scans or photos cannot be processed) has to be submitted to the TD UJ Office **within 14 days of being issued**.
    - In the case of an e-invoice in PDF format it can be sent by e-mail (together with a bank transfer confirmation) to doktoranci@uj.edu.pl.
    - In other cases, both invoice and the bank transfer confirmation should be sent by traditional post to:
      Towarzystwo Doktorantów UJ
      ul. Gołębia 24
      31-007 Kraków

e) The invoices have to be described **on the reverse side**. For e-invoices please put the description into the body of the e-mail.
Invoice for books for [Name and surname]. I have paid for them with my own funds. Please process the reimbursement to bank account number: [the number]. I received the goods on: [date].

Before ordering, I have performed a market survey.

I confirm the performance of the service/receipt of the goods, in accordance with the invoice. Market verification was performed prior to the order.

I declare that as at the date of awarding the contract/making the purchase, the contractor did not appear on the list of persons and entities subject to sanctions kept by the Minister of the Interior and Administration.

Signature

6. Should you forgo the funding, please inform the TD UJ Office immediately at: doktoranci@uj.edu.pl

VII. Settlement of on-line conference

1. The participation in the on-line conference is settled on the basis of relevant invoice.

2. **Requirements regarding the invoice:**
   a) It has to be issued for:

Buyer: Uniwersytet Jagielloński
ul. Gołębia 24
31–007 Kraków
NIP: 675 000 22 36

   b) The payment has to be made by the PhD student – TD UJ reimburses the cost after the fact. Please remember to always attach the bank transfer confirmation.
   c) **The original invoice** (scans or photos cannot be processed) has to be submitted to the TD UJ Office **within 14 days of being issued**.
      - In the case of an e-invoice in PDF format it can be sent by e-mail (together with a bank transfer confirmation) to doktoranci@uj.edu.pl .
      - In other cases, both invoice and the bank transfer confirmation should be sent by traditional post to:
        Towarzystwo Doktorantów UJ, ul. Gołębia 24, 31-007 Kraków

   f) The invoices have to be described **on the reverse side**. For e-invoices please put the description into the body of the e-mail.

Invoice for participation in the on-line conference for [Name and surname]. I have paid for them with my own funds. Please process the reimbursement to bank account number: [the number]. I received the service on: [date].

I hereby declare that the value of the contract and its division was not underestimated in order to avoid full application of the provisions of the Public Procurement Law or the provisions applicable to a given public procurement procedure.

I confirm the performance of the service/ receipt of the goods, in accordance with the invoice. Market verification was performed prior to the order.

I declare that as at the date of awarding the contract/ making the purchase, the contractor did not appear on the list of persons and entities subject to sanctions kept by the Minister of the Interior and Administration.

Signature

VIII. Settlement of prizes granted to finalists of the Science Salon of TD UJ

1. As part of the Science Salon, TD UJ provides finalists with cash prizes for the purchase of scientific books. Invoices for the books must contain settlement data of Jagiellonian University:

Purchaser: Uniwersytet Jagielloński
Ul. Gołębia 24
31–007 Kraków
NIP: 675 000 22 36

and must be described as follows:

Invoice for the purchase of scientific books as part of the prize awarded in the Science Salon of the Ph.D. Students' Association of Jagiellonian University on … I have paid the invoice from own funds by transfer / cash and request that such funds be reimbursed to the account no.
I hereby declare that the value of the contract and its division was not underestimated in order to avoid full application of the provisions of the Public Procurement Law or the provisions applicable to a given public procurement procedure.
I confirm the performance of the service/receipt of the goods, in accordance with the invoice. Market verification was performed prior to the order.
I declare that as at the date of awarding the contract/making the purchase, the contractor did not appear on the list of persons and entities subject to sanctions kept by the Minister of the Interior and Administration.
Signature

If the invoice was paid by transfer, please enclose a printout confirming that the transfer had been made.