**BILLING OF SMALL EXPENSES**

Workplace: Prepared by:

Cost Center: Date

☐ paid from other income of the Faculty or Institute

|  |  |  |  |
| --- | --- | --- | --- |
| Receipt no.  | Description  | Date of purchase | Amount |
|
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Total |  |  |
|  | Funds advanced |  |  |
|  | Balance due from FSV UK or employee |  |  |

(\*Check the appropriate box for the type of payment.)

**To pay the balance due\*:** 1.☐In cash to the FSV UK cashier

1. ☐ Electronic funds transfer to bank account no.:

Receipts attached. Signature of the person who prepared this accounting and date:

|  |  |  |
| --- | --- | --- |
| **Budget Transactor (approved by):**  | Date | Signature |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Budget Administrator:** | Date | Signature |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Receipts verified for the Economic Department by:** | Date | Signature |
| Bc. Tereza Müllerová |  |  |

|  |  |  |
| --- | --- | --- |
| **Head of the Economic Department:** | Date | Signature |
| Bc. Hana Pokorná, DiS. |  |  |

**PLEASE PREPARE THIS ACCOUNTING AND GIVE IT TO THE ECONOMIC DEPARTMENT NO LATER THAN THE TENTH DAY OF THE FOLLOWING MONTH.**