

WARSZAWSKI UNIWERSYTET MEDYCZNY
MEDICAL UNIVERSITY OF WARSAW

RECTOR
PROF. DR HAB. N. MED. MIROSLAW WIELGOŚ

Warsaw, 16 October, 2019

R1/AFA-0725-11/2019

Heads of MUW Organisational Units In situ

Dear Sirs/Madams,

As in the previous years, in the table below, I present the general principles of the disbursement of funds awarded to MUW units in 2019.

Taking into consideration the late date of awarding the funds in the current year, the deadlines for submitting the requests and documentation of the spending for procurement specified in item 1 of the attached table have been extended.

Please, follow the principles and deadlines provided in the table below.

Principles of the disbursement of funds awarded to MUW units in 2019

No.	Source of Procurement Funding	Final deadline for submission of requests /orders <i>financed from a given source (date of funds blocking)</i>	Deadline for approval of request for implementation	Deadline for documenting the costs incurred <i>(presentation of invoices, bills to civil-law contracts, settlements of business trips, etc.)</i>	Consequences of failure to disburse the funds within the deadlines specified in columns 3-5
1	2	3	4	5	6
	Procurement made by the faculty units and financed from: <ul style="list-style-type: none">- subvention awarded for 2019 (both in the part allocated for science and didactics)- from funds acquired from paid performance of educational services				<ul style="list-style-type: none">- Funds which will not be blocked within the dates indicated in columns 3 and 4 are referred to for the financial result of the University for 2019- Accounting documents (e.g. invoices) submitted after the expiry of the deadline indicated in column 5 will be financed respectively:<ul style="list-style-type: none">• For procurement made by the applicant – from funds awarded to the unit for the subsequent calendar year• For procurement made by the administrative units – from the University's general costs

No.	Source of Procurement Funding	Final deadline for submission of requests /orders <i>financed from a given source (date of funds blocking)</i>	Deadline for approval of request for implementation	Deadline for documenting the costs incurred <i>(presentation of invoices, bills to civil-law contracts, settlements of business trips, etc.)</i>	Consequences of failure to disburse the funds in within the deadlines specified in columns 3-5
1	2	3	4	5	6
2.	Procurement made by the administrative units and financed from: - Subvention awarded for 2019 (both in the part allocated for science and didactics) - From University's own funds	31.12.2019	31.12.2019	until 15.03.2020 <i>(date of submitting documents to the Bursar's office)</i>	Accounting documents (e.g. invoices) issued in 2020 and not related to services performed in 2019 and submitted after the expiry of the deadline indicated in column 5 will be financed from funds awarded to the unit for the subsequent calendar year.
3	Procurement made under projects financed from national funds and EU funds			According to the schedules provided in the agreements for project funding	Consequences resulting from concluded agreements e.g. lack of disbursement of the percentage of the advance payments transferred as specified in the agreement renders it impossible to obtain the subsequent instalment of funds or necessity to return the funds.
4	Procurement financed from the subsidy for investment	According to the deadlines specified in decisions and agreements			Funds not used, i.e. unspent (which means not all invoices paid) within the deadlines specified in relative decisions and agreements will be returned to the competent Ministry.

Rector
Prof. dr hab. n. med. Mirosław Wielgoś

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