**POTVRZENÍ O PŘEVZETÍ SVĚŘENÝCH HODNOT, KTERÉ JE ZAMĚSTNANEC POVINEN VYÚČTOVAT**

**CONFIRMATION OF RECEIPT OF ENTRUSTED ASSETS**

**WHICH THE EMPLOYER IS REQUIRED TO ENTER INTO ACCOUNTING**

Name(s) and Surname(s):

Permanent Address:

Date of Birth:

(hereinafter, as the “Employee”)

1. On the basis of the employment contract dated xx.xx.xxxx the Employee has an employment relationship with Univerzita Palackého v Olomouci (Palacký University Olomouc – hereinafter, as the “Employer”) and has been placed into the position of xxxxxxxxxxx at the workplace xxxxxxxxxxxxx.
2. The Employee confirms that on the date xx.xx.xxxx he/she concluded an “Agreement on Responsibility for Protection of Assets Entrusted to the Employee in Accounting” and has been duly acquainted with the work with which he/she is to carry out according to the above-mentioned employment contract, and the job description dated xx.xx.xxxx, and will carry out the work in the above-mentioned employment contract and job description always according to legal regulations and the Employer’s internal regulations and norms and the instructions of the Employer’s supervisor related to the work to be performed.
3. The Employee, on the basis of this Confirmation, accepts the responsibility as of xx.xx.xxxx to protect the assets entrusted to the Employee in accounting listed in Paragraph 4 of this Confirmation, which the Employee has the possibility to personally have at their disposal for the entire period for which they have been entrusted, and is responsible for any eventual deficits or shortfalls in these Entrusted Assets.
4. On the basis of this Agreement, the Employee takes responsibility for these assets:

* Xxxxxxxxxxxx
* Xxxxxxxxxxxx
* Xxxxxxxxxxxx

1. The Employee is responsible to the Employer for the full costs if any damages arise to the Entrusted Assets. The Employee may be relieved of responsibility to damages to the Entrusted Assets only in cases specified by the Labour Code and ordinarily binding legal stipulations.
2. This Agreement has been prepared in three identical copies considered originals; the Employer retains two of these copies (for the Employee’s supervisor and the appropriate UP Personnel Department) and the Employee one.

In Olomouc, date …………………

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