

**Guidelines for spending budgets for doctoral projects**  
– circulation of documents at the Faculty of Theology of USB in České  
Budějovice – **updated on 08th March 2022**

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**Common instructions for points 1-5**

It is always necessary to inform the Project Department (Ing. Filová or Ing. Skálová) about any requirements in order to avoid errors in drawing finance regarding specific budget items. Please send an informative email.

**1. Orders**

When purchasing goods or services using **invoice or cash**, first it is necessary to fill in the 'Request-Order' („Žádanka\_objednávka“). If the student is **not a faculty employee**, he/she signs as the applicant, has the originator (**his/her supervisor**) sign it, and takes the completed form to Mrs Stehlíková at the Economic Department (cash office) or at the Project Department (Ing. Filová, Ing. Skálová). The second option is that they agree directly with the Project Department and they can place an order in the system for him/her. **The date of issue of the order must always precede the date of the invoice. Otherwise the invoice will not be refundable!**

**2. Purchase of office supplies** – please contact Mgr. Ondřichová, MTZ storeroom.

The student will fill in the 'MTZ Request Form' („Žádanka MTZ“) after prior consultation with Mgr. Ondřichová, who arranges the purchase.

Mgr. Ondřichová will order the material according to the General Contract for the Supply of Office Supplies for USB. If the required material is not included in the General Contract, or it is possible to purchase it more cheaply from another supplier, the student (in agreement with Mgr. Ondřichová) can purchase the goods him/herself. Then he/she will bring the **receipt** with the 'Request Order' form („Žádanka\_objednávka“) to Mrs. Stehlíková and it will be reimbursed.

**3. Purchase of books** – please contact Ing. Křížková, Head of the Library – it is **always necessary to consult** her regarding book purchases. Ing. Křížková will arrange the order and other essentials related to the purchase of books.

The student is obliged to check the book catalogue of USB whether the required book is available in the library collection (to order duplicates is only possible in some exceptional cases). He/she also sends a copy of the list of required books to the Project Department.

**It is necessary to order books well in advance – up to the end of October of the given year** – there are often problems with timely invoicing (especially from smaller foreign publishing houses, for example, in Croatia, etc.).

**4. Services** – copying, printing, memberships in databases, proofreading, inter-library book loans, etc. Interlibrary loans are free of charge, more information will be provided by Ing. Křížková. If the student intends to use the central printer at FT, the service for his/her project will be re-invoiced by faculty registrar Ing. Timrová. The student must consult this

request with her as well as other overhead costs (rent, energy, etc.), if these are included in the project budget.

In case the student plans to use a membership in databases or proofreading, it is always necessary to contact the Project Department in advance.

**5. Purchase of small tangible property – technical/IT equipment** – if the student plans to purchase this kind of equipment, first they must consult with Ing. R. Černý (network administrator) regarding the technical parameters, and according to his decision the *'Request-Order'* is dealt with (the matter of the supplier is especially important since USB has signed general contracts and it is always necessary to put some specific technical equipment out to mini-tenders).

This small tangible property is recorded in the property records of USB or the Faculty of Theology and the person responsible for this property is the faculty employee, i.e., **the supervisor**. The student uses this property within his/her project only.

**6. Travel expenses** are reimbursed in the form of a **one-time stipend** – **the supervisor** will fill in a *'Scholarship Application'* („*Žádost o stipendium*“) stating the **name of the project, the purpose of the stipend payment, the amount, and the account number** to which the stipend will be paid. The application shall be submitted to the **Vice-Dean for Science and Research for approval** (Assoc. Prof. M. Opatrný) and then passed on to the Economic Department (Mrs. Stehlíková). The Economic Department will provide the stipend payment through IS STAG.

**Note:** It is necessary to apply for a stipend payment in time before a planned journey due to the steps to be taken before payment from the USB account.

**7. The stipend** as a reward is paid to the researcher in the form of a premium stipend – **the supervisor** will fill in a *'Scholarship Application'* („*Žádost o stipendium*“) for the student, specifying the amount, project name, and the account number to which the stipend will be paid. This application will **be approved by the Vice-Dean of the Faculty for Science and Research** (Assoc. Prof. M. Opatrný). The student will pass the application on to Mrs. Stehlíková to the Economic Department. The Economic Department will provide the payment of the stipend.

**8. Personnel costs** – if there are some personnel costs in the doctoral project, i.e., labour costs or OON (employment contracts in the form of agreements), the student must always consult about these costs with Mrs. Šandová, at the Personnel Department of the Faculty of Theology, USB.

9. The student must consult about **actual changes**, discrepancies in projects, etc., with the Project Department – Ing. Filová or Ing. Skálová.

**10. It is always necessary to continuously monitor the drawing of finances for individual items in the project budget and not leave it until the 'last moment'!**

## **Forms available on the FT USB website.**

### **The list of forms:**

- 1) Request Order form (“Žádanka\_objednávka”)
- 2) MTZ request form (materials – office supplies) (“Žádanka MTZ”)
- 3) Scholarship Application (“Žádost o stipendium”)

### **Contacts:**

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