

*Charles University, Faculty of Social Sciences*

**Assumption of Entrusted Item**

/Employee/

Employee name: …………………………………………………….…………………..

E-mail: ……………………….………….……………………….………………………

Workplace: ……………………………………………………….………………………

confirms that he or she has received the following items from the Faculty of Social Sciences of Charles University (the Employer) in connection with his or her assigned duties of employment:

|  |  |  |
| --- | --- | --- |
| **Inventory no.** | **Description of Item** | **Purchase Price** |
| …………………. | ………………………………………………………. | …………………. |
| …………………. | ………………………………………………………. | …………………. |
| …………………. | ………………………………………………………. | …………………. |
| …………………. | ………………………………………………………. | …………………. |

The Employee acknowledges that the above item(s) have been entrusted to him or her in accordance with §255 et seq. of law no. 262/2006 coll., as amended (the Labor Code), exclusively for the purpose of enabling the employee to fulfill the duties of employment arising from his or her employment relationship with the Faculty. In case one or more of the above items is lost or damaged the Employee is responsible to compensate the Faculty for the full amount of any damages thereby caused to the Faculty. The amount of compensation will be determined by the value of the item(s) at the time they are lost or damaged. The Employee shall be released in whole or in part from the obligation to compensate the Faculty for the loss or damage if he can prove that the loss occurred entirely or partly without fault on the Employee’s part.

The Employee agrees to allow the head of the Technical Operations Department (PTO) to perform an inventory of the entrusted property upon request and at such time and place as the head of the PTO may establish for conducting an inventory of the entrusted items.

The Employee acknowledges that he or she is required to return the entrusted item(s) on the day his or her employment ends, unless the Employer requests its earlier return. He or she must immediately inform the head of the Technical Operations Department about the loss or damage of any entrusted item. In case an item is stolen, the Employee must immediately report that fact to the Police of the Czech Republic.

In Prague (date)  *………………….……*

 ………………………………..

 Signature of the Employee