



To ensure that Christmas brings only pleasant surprises... ...let's not forget to

10. 11. 2025	●	submit the last requests for purchases via the dynamic purchasing system (DNS)	
28. 11. 2025	●	submit final requests for advance payments by bank transfer for fulfillment in 2025	
30. 11. 2025	●	approve the final orders by the principal of operation and the administrator of the budget payer	
8. 12. 2025	●	settle fixed advance payments and other advance payments	
		submit documents (invoices, travel expense reports, unnamed contracts, DV) with „completed performance“ for January to November	
		settle approved orders in CIS VERSO (transfer, disposal, cancellation)	
12. 12. 2025	●	submit remaining contracts to the dean or faculty bursar for signature	
		submit proposals for the payment of bonuses	
		submit last proposals for the employment of new employees from January 1, 2026	
		submit requests for the conclusion of DPP/DPC contracts from January 1, 2026	
		submit proposals for changes to the employment of existing employees with effect from January 1, 2026	
2026			
9. 1. 2026	●	submit documents (invoices, travel expense reports, innominate contracts, small expenses) whose performance took place in December 2025	
16. 1. 2026	●	submit requests for internal reclassifications, corrections, and the creation of funds and accruals	

For more information, see Faculty Bursar's Directive No. 1/2025 on the submission of documents for the final accounting of accounting operations, payroll, and other agendas at the end of 2025.