

Centralization of the FSci Cashier's Office (transition to rector)

Methodological guidance

As of 1 June 2022, cash billing, the issue of meal vouchers, the payment of travel orders in cash and the payment of travel advances will take place at the Rector's Office cash desk.

The FSci Cashier's Office will be closed from 30 May to 31 May for technical reasons, due to the termination of the activity.

Cash can be picked up at the Rector's Office cash desk during checkout hours after you receive an informational email that the commitment has been processed and is ready to be paid.

[University of South Bohemia in České Budějovice - Department of Economics \(jcu.cz\)](http://www.jcu.cz)

Checkout hours:

MO	8:00 - 12:00	13:00 - 15:00
Tue	-	13:00 - 14:00
WE	8:00 - 12:00	13:00 - 15:00
TH	-	13:00 - 14:00
FRI	8:00 - 12:00	

Meal vouchers will be issued at the Rector's Office cash desk on the last 5 working days of the month.

Advances for business trips:

CZK - always sent to the applicant's bank account

Foreign Currencies - must be reported at least 5 working days before the pick-up date.

Requests for currencies will be reported by the applicant to the Economic Department of the Dean's Office - Ms. Kabelová, where he/she will submit a signed request for payment of advances + signed consent including the source of funding for the foreign travel order. The Dean's Office will arrange for the documents to be sent to the Rector's Office. Currencies can be picked up at the Rector's Office cash desk on the required day.

Accounting for cash purchases:

The procedure for clearing receipts for cash remains the same as before.

Cash receipts properly glued, generally visible (i.e. not over each other) on a separate A4 sheet of paper, together with the form "Cash Purchase Billing"/"Vyúčtování za hotové [Pro zaměstnance | Přírodovědecká fakulta JU \(jcu.cz\)](http://www.jcu.cz), including the signature of the applicant and the project manager are to be delivered to the registry office/secretary's office of the Faculty of Science. (if the registry office is closed, there is a post box in the corridor - marked PODATELNA).

Once the document is ready for payment, you will be informed by e-mail, and you can come to the Rector's Office cash desk to collect the cash.

Travel voucher clearance and cash disbursement:

Faculty (Ms. Kabelova) will handle the processing + entry of the travel order commitment.

Cash disbursement is available during cashiering hours at the Rector's Office cash desk, once the commitment is ready to be paid, the employee will receive an informational email that they can pick up the cash.