

Ordinance No. 36
of the Rector of Poznan University of Technology
of 29 June 2026
(RO/VI/36/2026)

**on the rules governing compliance with obligations related to the Central Register of Contracts
of Public Finance Sector Units and the organization of the accounting process
for contracts and needs at Poznan University of Technology**

Pursuant to Article 23 sections 1 and 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2025, item 1881, as amended), Articles 34a–34d of the Act of 27 August 2009 on Public Finance (Journal of Laws of 2025, item 1483, as amended), **it is ordered** as follows:

§ 1

1. Poznan University of Technology introduces rules governing the organization of the process of recording, qualifying, verifying, approving and providing information on contracts to the Central Register of Contracts of Public Finance Sector Units (CRU).
2. Detailed rules of proceeding are set out in the Procedure for recording, qualifying and providing information on contracts to the Central Register of Contracts of Public Finance Sector Units, constituting Attachment No. 1 to this Ordinance.
3. The procedure applies to all employees of Poznan University of Technology and other persons participating in the processes covered by this Ordinance, within the scope of the assigned tasks and granted powers.

§ 2

1. In order to ensure the completeness of the data provided to the CRU and the correct identification of all expenses borne by the University, it is necessary to enter any needs for supplies, services and construction work, regardless of their value, into the Electronic Document Workflow (EOD) system.
2. The approved need is the basis for starting the purchasing process, taking into account separate regulations in force at Poznan University of Technology.

§ 3

1. The head of an organizational unit is responsible for the correctness, completeness and timeliness of data submitted to the CRU and data constituting the basis for their provision.
2. The head of an organizational unit is responsible, in particular, for:
 - 1) proper qualification of a contract in the CRU;
 - 2) compliance with the factual and legal status of data entered into the EOD system;
 - 3) correct description of the subject of a contract;
 - 4) correct determination of the value of a contract;
 - 5) the legitimacy of limiting the disclosure of information;
 - 6) timely approval of data intended for publication;
 - 7) timely updating of data;

- 8) correctness and validity of the statuses of contracts kept in the EOD system.
3. The Rector may, in individual cases, indicate another person responsible for the performance of obligations under this section.

§ 4

1. The condition for payment by the University is the existence of an approved need, if it is required for a given expense in accordance with this Ordinance.
2. Lack of an approved need or other violation of the provisions of this Ordinance may constitute a basis for withholding payment until the identified irregularities have been removed.

§ 5

1. Supervision over the implementation of this Ordinance is exercised by the Bursar of Poznan University of Technology.
2. Technical support for the EOD system, including integration with the Central Register of Contracts, is provided by the Integrated IT Office.
3. The Integrated IT Office provides user support, system maintenance and implementation of reported changes resulting from legal provisions and organizational needs of the University.

§ 6

In the scope of matters regulated by this Ordinance, its provisions take precedence over the provisions of other internal acts of Poznan University of Technology. The provisions of this Ordinance are complied with taking into account generally applicable law, in particular the Public Finance Act and executive acts issued on its basis.

§ 7

The Ordinance enters into force on 1 July 2026.

Rector
of Poznan University of Technology

Professor Teofil Jesionowski, Ph.D., D.Sc.