

PROCEDURE FOR RECORDING, QUALIFYING AND PROVIDING CONTRACT INFORMATION TO THE CENTRAL REGISTER OF CONTRACTS OF PUBLIC FINANCE SECTOR ENTITIES

Chapter I

GENERAL PROVISIONS

§ 1. Aim of the procedure

1. The aim of the procedure is to ensure the proper fulfilment of obligations arising from the provisions on the Central Register of Contracts of Public Finance Sector Entities (CRU).
2. The procedure is aimed in particular at:
 - 1) ensuring the timely fulfilment of obligations arising from Articles 34a–34d of the Public Finance Act;
 - 2) ensuring the completeness, reliability, uniformity and transparency of data provided to the CRU;
 - 3) ensuring the compliance of the process with the provisions related to the protection of personal data;
 - 4) ensuring the traceability of all purchases made by Poznan University of Technology;
 - 5) establishment of management control mechanisms limiting the risk of errors and violations of statutory deadlines;
 - 6) ensuring the compliance of public spending with the principles of legality, purposefulness, economy and thrift;
 - 7) ensuring the compliance of purchases with the statutory tasks of the University;
 - 8) implementing the "four-eyes" principle by separating the data preparation and approval activities.

§ 2. Legal basis

The procedure was developed on the basis of:

- 1) the Act of 27 August 2009 on Public Finance;
- 2) the Act of 11 September 2019 - Public Procurement Law;
- 3) the Regulation of the Minister of Finance and Economy of 30 March 2026 on the Central Register of Contracts of Public Finance Sector Entities;
- 4) the Act of 6 September 2001 - Access to Public Information;
- 5) the Regulation of the European Parliament and of the Council (EU) 2016/679 (GDPR);
- 6) the Act of 10 May 2018 on the Protection of Personal Data;
- 7) the Act of 23 April 1964. - The Civil Code;
- 8) the Act of 20 July 2018 - Law on Higher Education and Science;
- 9) the Statutes of Poznan University of Technology.

§ 3. Definitions

Whenever the procedure refers to:

- 1) University – it should be understood as Poznan University of Technology;
- 2) Rector – it should be understood as the Rector of Poznan University of Technology, who is the Head of the public finance sector entity;
- 3) CRU – it should be understood as the Central Register of Contracts of Public Finance Sector Entities kept in the ICT system made available by the Minister of Finance;
- 4) EOD – it should be understood as the Electronic Document Circulation system operating at Poznan University of Technology;

- 5) Register of Contracts – it should be understood as a module of the EOD system used to record contracts;
- 6) Register of Requisitions – it should be understood as a module of the EOD system used to register requisitions, which is a basic tool for initiating the purchase process at the University and defines the appropriate purchasing procedure and data collection used subsequently in the Register of Contracts and the CRU;
- 7) DZSI – it should be understood as the Integrated IT Office;
- 8) IOD – it should be understood as the Data Protection Officer at Poznan University of Technology;
- 9) Funds Administrator – it should be understood as a person authorized to incur liabilities in accordance with the applicable regulations at the University;
- 10) entering employee – it should be understood as a person designated to enter data into the EOD system in the Requisitions module and the Register of Contracts module;
- 11) Head of an organizational unit – it should be understood as the Head of an organizational unit within the meaning of the Organizational Regulations of Poznan University of Technology and a person employed at an independent position, performing tasks resulting from this procedure;
- 12) a contract subject to entry – it should be understood as a contract that meets the conditions set out in Article 34a item 1 of the Public Finance Act;
- 13) organizational unit – it should be understood as an organizational unit within the meaning of the Organizational Regulations of Poznan University of Technology, in particular a Faculty, Institute, Doctoral School, Library, Office, Centre or other organizational unit of the University;
- 14) requisition – it should be understood as a document prepared and processed in the EOD system, initiating the purchasing process at the University;
- 15) written form of a contract – it should be understood as the conclusion of a contract in the form of a document bearing a handwritten signature;
- 16) electronic form of a contract – it should be understood as the conclusion of a contract using a qualified electronic signature;
- 17) hybrid form of a contract – it should be understood as the conclusion of a contract in such a way that some of the parties sign the document by hand, and some using a qualified electronic signature;
- 18) other specific form of a contract – it should be understood as the conclusion of a contract in a form required by law, in particular in the form of a notarial deed, with a notarized signature or in another form reserved for the validity of a legal act or causing certain legal effects;
- 19) documentary form of a contract – it should be understood as the conclusion of a contract without signatures of the parties, but in a way that makes it possible to determine the person submitting the declaration of will, in particular by means of electronic correspondence, ICT systems, purchasing platforms, electronic forms, scans of documents, photos, audio or video recordings or other information medium enabling acquaintance with the content of the declaration;
- 20) non-documentary form of a contract – it should be understood as the conclusion of a contract without consolidating its content in the form of a document, in particular during a direct conversation, telephone conversation or otherwise not requiring consolidation of the content of the parties' declarations of will.

Chapter II

REQUISITIONS IN THE EOD SYSTEM

§ 4. Obligation to prepare requisitions

1. Each planned acquisition of a supply, service or construction work requires prior preparation of a requisition in the EOD system.
2. The obligation to prepare a requisition applies to all expenses borne by the University, constituting an order within the meaning of Article 7 point 32 of the Act – Public Procurement Law, regardless of their value, subject to the exceptions specified in this procedure.
3. A requisition may be prepared by any employee of the University who has appropriate authorizations in the EOD system.
4. The Funds Administrator may internally limit the group of persons preparing requisitions in a subordinate organizational unit.
5. In the scope of orders carried out by science clubs, requisitions are prepared by their supervisors, subject to section 6.
6. In the case of science clubs with a separate budget exceeding PLN 50,000, requisitions may be prepared by a student indicated by the supervisor of a science club, with the consent of the Vice-Rector for Student Affairs and Education and after granting appropriate authorizations in the EOD system. Requisitions prepared by a student are subject to the approval of the supervisor of a science club.
7. A requisition is drawn up before taking actions aimed at placing an order or concluding a contract.
8. In particularly justified cases, it is allowed to prepare a requisition after the conclusion of a contract or after a purchase, on condition of:
 - 1) the occurrence of a justified reason for non-compliance with the principle set out in section 7;
 - 2) possessing the prior consent of the Funds Administrator;
 - 3) entering the reasons for the deviation in the EOD system in the "Comments" field;
 - 4) meeting the deadline referred to in § 13.
9. Information on the cases referred to in section 8 is made available to the Bursar for the purposes of management control and monitoring compliance with this procedure.

§ 5. Scope of data included in a requisition

1. The scope of data included in a requisition includes in particular:
 - 1) the source of financing;
 - 2) a detailed description the subject of an order;
 - 3) a brief description of the subject of an order intended for use in the CRU;
 - 4) justification of the purposefulness of the expenditure and its relationship with the execution of the University's statutory tasks;
 - 5) estimated value of an order;
 - 6) planned implementation period;
 - 7) category of an order (delivery, service or construction work);
 - 8) information on financing from the funds referred to in Article 5 section 1 points 2–3 of the Public Finance Act;
 - 9) information on the expected method of concluding a contract;

- 10) information on the presence of data subject to restriction of disclosure, in particular due to the protection of personal data, trade secrets or other secrets protected by law;
 - 11) other information required in the EOD system.
2. A detailed description of the subject of an order should allow for the correct determination of the subject of a purchase, the use of the appropriate procurement procedure and the implementation of the procurement proceedings.
 3. An abbreviated description of the subject of an order should be drawn up in such a way as to enable subsequent identification of the subject of an order for the needs of the CRU.
 4. An abbreviated description of the subject of an order should be concise, unambiguous and should not contain personal data or information the disclosure of which could violate the provisions on the protection of personal data or the provisions on restricting the disclosure of information.

§ 6. Acceptance of a requisition

1. A requisition is subject to approval by the Funds Administrator.
2. In the case of expenditure under a project where a Project Manager has been appointed, a requisition requires the prior approval of the Project Manager confirming the compliance of the planned expenditure with the scope and budget of a project, and then the approval of the Funds Administrator. If the Project Manager is also the Funds Administrator, he/she makes one acceptance.
3. The acceptance of a requisition by the Funds Administrator means the confirmation of:
 - 1) the availability of funding;
 - 2) the compliance of expenditure with the statutory tasks of the University;
 - 3) the compliance of expenditure with the unit's budget;
 - 4) the reasonableness of making a purchase.
4. An approved requisition is the basis for starting further activities related to the fulfilment of a purchase.

§ 7. Responsibility for requisitions

1. A person preparing a requisition is responsible for the correctness and completeness of the data contained in a requisition, its timely preparation and timely entry and updating of data required at subsequent stages of an order.
2. The Head of an organizational unit is responsible for the organization of the process of preparing and accepting requisitions in the subordinate organizational unit and supervises the correctness, completeness and timely preparation of requisitions and compliance with the principles set out in this procedure.
3. The Funds Administrator is responsible for:
 - 1) the purposefulness and economy of expenditure;
 - 2) the compliance of expenditure with the statutory tasks of the University;
 - 3) the compliance of expenditure with the unit's budget;
 - 4) the availability of funds;
 - 5) the correctness of the indicated source of financing.

Chapter III

REGISTRATION OF CONTRACTS IN THE EOD SYSTEM

§ 8. General principles

1. All contracts and amendments concluded by the University are subject to recording in the EOD system, with the exception of contracts related to labour law.
2. The method of recording contracts in the EOD system depends on the form of their conclusion and takes place in accordance with the principles set out in § 9–11.
3. Contracts subject to publication in the CRU should contain a clause informing the contractor about the obligation to provide information about a contract in the Central Register of Contracts of Public Finance Sector Entities, in accordance with the provisions of the Public Finance Act.

§ 9. Contracts concluded in written, electronic, hybrid and other special form

1. In the case of contracts concluded:
 - 1) in written form;
 - 2) in electronic form;
 - 3) in hybrid form;
 - 4) in other special form provided for by lawdata from an approved requisition is provided to the Register of Contracts.
2. Further processing of a contract takes place in the Register of Contracts.
3. Civil law contracts concluded by the University with natural persons not conducting business activity and barter contracts are subject to direct registration in the Register of Contracts kept in the EOD system, without prior registration of a requisition.
4. The payment of remuneration under a civil law contract referred to in section 3 requires prior verification by the Human Resources Office of the fact of its registration in the Register of Contracts.

§ 10. Contracts concluded in documentary form

1. In the case of contracts concluded in documentary form, data from an approved requisition are subject to being provided to the Register of Contracts.
2. Sending an order, offer or electronic message does not determine the conclusion of a contract in documentary form. In order to recognize that a contract has been concluded, it is necessary to confirm the acceptance of the declaration of will by the other party, in particular by sending a message confirming the acceptance of the terms and conditions of an order or contract or implicitly – by commencing the execution of an order.
3. In the event of the conclusion of a contract in documentary form, an employee responsible for the execution of a contract is immediately obliged to:
 - 1) provide to the Register of Contracts documentation confirming the conclusion of a contract, including in particular a written order, market research documentation and offers required in accordance with the University's procurement rules if their preparation or acquisition is required;
 - 2) indicate the date of the conclusion of a contract;
 - 3) determine the value of a contract;
 - 4) complete the data required to qualify a contract for the CRU.
4. Data from the Register of Requisitions are not subject to editing in the Register of Contracts, except for corrections and updates of data related to the execution of a contract and changes referred to in § 12.

5. The source documentation is subject to archiving in an organizational unit, ensuring the confidentiality, accessibility and integrity of the documentation, and in the Administrative Archive, in accordance with the Chancellery Instruction, the Uniform Subject File Classification, and the Archive Instruction.

§ 11. Contracts concluded in non-documentary form

1. In the case of contracts concluded in non-documentary form, in particular in oral form, data from an approved requisition are not provided to the Register of Contracts.
2. In the event of the conclusion of a contract in documentary form, an employee responsible for the execution of a contract is immediately obliged to:
 - 1) document the circumstances of the conclusion of a contract to the extent enabling the identification of the parties, the subject matter, the date of conclusion and the value of a contract;
 - 2) complete other data required in the Register of Requisitions.

§ 12. Amendments to contracts

1. Each amendment to a contract registered in the Register of Contracts is subject to separate registration in it.
2. The following are also subject to registration:
 - 1) terminations of contracts by notice;
 - 2) dissolutions of contracts;
 - 3) rescissions of contracts;
 - 4) assignments of rights or obligations;
 - 5) other events affecting the content, validity or status of a contract.
3. The information referred to in sections 1 and 2 are the basis for updating the data provided to the CRU.
4. An employee responsible for the execution of a contract is obliged to enter into the EOD system the information referred to in sections 1 and 2, subject to the deadlines specified in § 41 sections 4-6.

§ 13. Deadlines for registration and verification

1. Information about the concluded contract is entered:
 - 1) in the Register of Contracts – in the cases referred to in § 9;
 - 2) in the Register of Requisitions – in the cases referred to in § 10 and 11– no later than within 7 calendar days from the date of conclusion of a contract.
2. The Head of an organizational unit verifies the data within 7 calendar days from the date of their entry into the system.
3. The total deadline for entering and verifying data may not exceed 14 days from the date of conclusion of a contract.

§ 14. Role of the Integrated IT Office

1. The Integrated IT Office ensures the functioning of the EOD system and integration with the CRU.
2. The tasks of the Integrated IT Office include in particular:
 - 1) system maintenance;
 - 2) granting and modifying user authorizations;
 - 3) technical support for users;
 - 4) removing system failures;

- 5) development and provision of instructions and training materials;
 - 6) ensuring the correct and uninterrupted operation of data transfer mechanisms from the EOD system to the CRU;
 - 7) monitoring the functioning of the contract registration process in the EOD system using available system functionalities, including reports, messages and automatic notifications;
 - 8) ensuring the functioning of mechanisms reminding users of the need to perform the activities required by this procedure, in particular regarding the supplementation of data on a concluded contract;
 - 9) ensuring the functioning of mechanisms for informing Heads of organizational units of the need to approve the pending data;
 - 10) performing other tasks specified in this procedure.
3. The Integrated IT Office is not responsible for the substantive correctness of data entered into the EOD and provided to the CRU.

§ 15. Replacements

1. The absence of an employee responsible for entering data does not suspend the deadlines specified in this procedure.
2. The duties of an absent employee are taken over by a person appointed as a replacement.
3. The Head of an organizational unit is responsible for ensuring the continuity of the fulfilment of obligations related to the registration of contracts and the provision of data to the CRU.

Chapter IV

QUALIFICATION OF CONTRACTS TO THE CENTRAL REGISTER OF CONTRACTS

§ 16. Rules for the qualification of contracts

1. Each contract is subject to analysis in terms of the obligation and scope of providing information to the CRU.
2. The final qualification of a contract is made by the Head of an organizational unit.
3. Qualification should be made immediately after the conclusion of a contract, but no later than before the deadline specified in § 13.
4. The result of the qualification is recorded in the EOD system by indicating:
 - 1) the form of conclusion of a contract and its type;
 - 2) if there are grounds for excluding the obligation of publication;
 - 3) if there are grounds for restricting disclosure.
5. The exclusion of the obligation of publication or the restriction of disclosure requires the provision of a legal basis and justification.

§ 17. Contracts subject to publication in the CRU

1. Contracts meeting jointly the following conditions are subject to publication in the CRU:
 - 1) they constitute an order within the meaning of Article 7 point 32 of the Act – Public Procurement Law;
 - 2) they have been concluded in:
 - a) written form,
 - b) electronic form,
 - c) hybrid form,
 - d) in other special form provided for by law,

- e) documentary form.
- 2. Barter contracts and other contracts in which the mutual benefit is not of a monetary nature are also subject to publication in the CRU, provided that they meet the conditions set out in section 1.
- 3. The value of a contract does not matter for the obligation of publication.
- 4. The obligation of publication also includes amendments and changes to the data subject to be disclosed in the CRU.

§ 18. Contracts not subject to publication

- 1. Contracts excluded on the basis of Article 34a section 5 of the Public Finance Act are not subject to publication in the CRU.
- 2. In particular, an obligation to publish does not cover:
 - 1) contracts related to labour law;
 - 2) contracts and other legal actions related to granting scholarships, allowances, social benefits and other benefits awarded on the basis of legal provisions or regulations in force at the University, which do not constitute orders within the meaning of Article 7 point 32 of the Act – Public Procurement Law;
 - 3) orders indicated in Article 14 of the Act - Public Procurement Law;
 - 4) other contracts excluded directly by the provisions of the Public Finance Act.

§ 19. Contracts concluded before 1 July 2026

- 1. The obligation of publication applies only to contracts concluded from 1 July 2026.
- 2. Contracts concluded before this date are not subject to publication in the CRU, even if they are valid after 1 July 2026.
- 3. Amendments, terminations of contracts by notice, dissolutions of contracts, rescissions of contracts and other changes regarding contracts concluded before 1 July 2026 are not subject to publication in the CRU.

§ 20. Successive contracts

- 1. In the case of contracts anticipating the successive delivery of supplies, services or construction work, only information about a contract is provided to the CRU.
- 2. Activities performed on the basis of a contract referred to in section 1, in particular partial orders and partial acceptances carried out under this contract, do not constitute separate contracts and are not subject to being provided to the CRU.
- 3. Regardless of the rules for the publication of information in the CRU, the Bursar may determine an obligation to submit requisitions related to the execution of contracts anticipating the successive delivery of services, in particular in order to monitor the fulfilment of a contract.

Chapter V

SCOPE OF DATA PUBLISHED IN THE CRU AND RULES FOR THE DESCRIPTION OF THE SUBJECT OF A CONTRACT

§ 21. Scope of data provided to the CRU

- 1. The information required by the Public Finance Act is provided to the CRU.
- 2. The scope of data includes in particular:
 - 1) contract number;
 - 2) date of conclusion of a contract;
 - 3) duration of a contract;

- 4) designation of the parties to a contract;
- 5) description of the aim of a contract;
- 6) contract value;
- 7) information on funding from international or European sources;
- 8) contract status;
- 9) information regarding the restriction of disclosure;
- 10) information on updating the data.

§ 22. Designation of the parties to a contract

1. If a party to a contract is a public finance sector entity or an entrepreneur with its registered office or place of business in the territory of the Republic of Poland, one should indicate:
 - 1) name of an entity;
 - 2) National Business Registry Number (REGON);
 - 3) Tax Identification Number (NIP), if it was included in the REGON database;
 - 4) address of the registered office or address of the business activity.
2. If a party to a contract is a public finance sector entity or an entrepreneur with its registered office or place of business in the territory of the Republic of Poland, one should indicate:
 - 1) name of an entity;
 - 2) address of the registered office or address of the business activity.
3. If a party to a contract is a natural person, only the first name and surname should be indicated.
4. Data not required by law, in particular the National Identification Number (PESEL), ID card number and other data subject to protection, are not published.

§ 23. Description of the subject of a contract published in the CRU

1. The description of the subject of a contract published in the CRU should be:
 - 1) factual;
 - 2) concise;
 - 3) unambiguous;
 - 4) enabling identification of the type of order.
2. The description should not include:
 - 1) personal data not required by law;
 - 2) special category data;
 - 3) classified information;
 - 4) information covered by a trade secret;
 - 5) detailed technical data irrelevant to the identification of the subject of an order.
3. The description of the subject of a contract published in the CRU may not constitute the full content of a contract, a full description of the subject of a contract, the terms and conditions of a contract or technical documentation. Excessively detailed descriptions or descriptions that make it impossible to identify the subject of a contract should be avoided.

Chapter VI

RESTRICTIONS ON DISCLOSURE OF INFORMATION

§ 24. Principle of disclosure

1. The CRU is a public register.
2. Data provided to the CRU are available to citizens, media, control bodies, public administration bodies and other entities.
3. Persons preparing data for publication are obliged to ensure that the scope and manner of presenting the information correspond to the requirements of the law and the purpose of running the CRU.

§ 25. Restriction of the right to public information

1. Pursuant to Article 5 section 1 of the Act on Access to Public Information, the right to public information is subject to restriction to the extent and on the terms set out in the provisions on the protection of classified information and other secrets protected by law.
2. Pursuant to Article 5 section 2 of the Act on Access to Public Information, the right to public information is subject to restriction due to:
 - 1) privacy of a natural person;
 - 2) an entrepreneur's secret.
3. The restriction referred to in section 2 does not apply to information about persons performing public functions to the extent related to the performance of these functions.

§ 26. Exclusion of disclosure of information

1. If there are premises for restricting the right to public information, the relevant data are not subject to publication in the CRU.
2. Each exclusion of disclosure requires:
 - 1) indication of the legal basis;
 - 2) indication of a person making the exclusion;
 - 3) recording the justification in the EOD system, in the case documentation regarding a given contract.
3. The exclusion of disclosure must not lead to restricting the publication of information beyond what is necessary.

§ 27. Trade secret

1. Only information that meets the conditions set out in the law may be considered a trade secret.
2. The mere marking of information by a contractor as confidential does not constitute a basis for its exclusion from publication.
3. The assessment of the legitimacy of restricting disclosure is made by the Head of an organizational unit, taking into account the applicable regulations.
4. Contractual clauses regarding the exclusion of disclosure due to trade secrecy are deemed not to be classified, excluding technical, technological, organizational information of an enterprise or other information of economic value, within the meaning of the provisions on combating unfair competition, for which an entrepreneur has taken the necessary measures to keep them secret, or if a public finance sector entity demonstrates that the information constitutes a trade secret due to the fact that it is required by an important public interest or an important interest of the state.

§ 28. Data Protection Officer

1. The Data Protection Officer performs an advisory function regarding the publication of data in the CRU.
2. The Data Protection Officer's tasks include in particular:

- 1) giving opinions on cases raising doubts regarding the protection of personal data;
 - 2) giving opinions on the legitimacy of restricting disclosure;
 - 3) support of organizational units in the application of the provisions of the GDPR;
 - 4) participation in the analysis of incidents related to the protection of personal data.
3. The Data Protection Officer's opinion is of an advisory nature.
4. Consultation with the Data Protection Officer is mandatory in the event of doubts regarding:
- 1) the scope of personal data subject to publication;
 - 2) justification for the exclusion of disclosure;
 - 3) publication of data on natural persons.
5. Contracts for which a restriction of disclosure or lack of publication has been indicated are sent by the EOD system to the Team of Legal Advisers in order to confirm the legitimacy of the restriction applied and the indicated legal basis.
6. The final decision to publish or limit the publication of data is made by the Head of an organizational unit.
7. In the event of a discrepancy between the position of the Head of an organizational unit and the opinion of the Data Protection Officer or the Team of Legal Advisers, the matter is subject to resolution by the Bursar acting as the central coordinator of the CRU process.

Chapter VII

DETERMINING THE VALUE OF A CONTRACT

§ 29. General principles

1. The value of a contract disclosed in the CRU is determined in accordance with the provisions of the Regulation of the Minister of Finance and Economy of 30 March 2026 on the Central Register of Contracts of Public Finance Sector Entities.
2. The value of a contract indicated in the CRU is the net value, excluding value added tax (VAT).

§ 30. Contracts concluded for a definite period of time

1. In the case of contracts concluded for a definite period time, the value of a contract is the total value resulting from a contract.
2. The value includes all services to be provided during the term of a contract.

§ 31. Contracts concluded for an indefinite period of time

In the case of contracts concluded for an indefinite period of time, the value of a contract is the value specified in a contract for the first 48 months of its fulfilment.

§ 32. Value not specified in a contract

1. If the value of a contract is not specified in its content, the value of a contract is the total amount of funds that the University intends to allocate to the fulfilment of a contract.
2. In the case of a contract concluded for an indefinite period of time, the value referred to in section 1 is the amount of funds that the University intends to allocate for the implementation of a contract for the first 48 months of its fulfilment.

§ 33. Options and renewals

1. When determining the value of a contract, the value of the right of option and the value of anticipated renewals are taken into account.

2. Not exercising the right of option or anticipated renewals does not affect the value of a contract disclosed in the CRU.

§ 34. Contracts in foreign currencies

1. In the case of contracts denominated in a foreign currency, the value is converted into Polish zlotys according to the average exchange rate of the National Bank of Poland on the day of concluding a contract.
2. The case documentation should contain the rate used and the date of its publication.

§ 35. Actual fulfilment of a contract

1. The actual amount of expenses incurred for the fulfilment of a contract does not affect the value disclosed in the CRU.
2. Only data resulting from events constituting the basis for updating contract information in accordance with the provisions of the Act, regulation and this procedure are subject to being updated.

Chapter VIII

ENTERING DATA INTO THE CRU AND PUBLICATION OF INFORMATION

§ 36. Data preparation

1. Data subject to publication is prepared by an entering employee.
2. Data is prepared on the basis of:
 - 1) a contract;
 - 2) amendments;
 - 3) documentation of the proceedings;
 - 4) data contained in the EOD system.
3. An entering employee is responsible for the completeness and compliance of the prepared data with the documentation constituting the basis for their publication.

§ 37. Verification by the Head of an organizational unit

1. Data prepared for publication are subject to verification and approval by the Head of an organizational unit.
2. The verification includes in particular:
 - 1) correctness of contract qualification;
 - 2) correctness of determining the value of a contract;
 - 3) correctness of the description of the subject of a contract;
 - 4) legitimacy of restrictions on disclosure;
 - 5) completeness of data.

§ 38. Publication of information

1. Publication takes place without undue delay, but no later than within 30 days from the date of conclusion of a contract.
2. The publication of data in the CRU requires the prior approval of the Public Procurement Office.
3. The Head of the Public Procurement Office may request explanations, supplementation of data or their correction before publication.

§ 39. System failures

1. In the event of a failure of the CRU system or the EOD system preventing the performance of the activities specified in this procedure, an assigned employee will record this fact in the case documentation.
2. In the event of a failure of the CRU system announced by the Minister of Finance, the rules regarding the running of time limits specified in the Public Finance Act will apply.
3. Activities that were impossible to perform due to a failure of the EOD system or the CRU system will be performed immediately after the proper functioning of the system has been restored.
4. The Head of an organizational unit supervises the immediate performance of the activities referred to in section 3.

Chapter IX

UPDATING DATA IN THE EOD AND CRU SYSTEMS

§ 40. Obligation to update

1. Any change to data published in the CRU needs to be kept up to date.
2. In particular, the following are subject to be updated:
 - 1) conclusion of an amended contract;
 - 2) change in the value of a contract;
 - 3) change of the duration of a contract;
 - 4) change of the parties to a contract;
 - 5) assignment of rights or obligations;
 - 6) termination of a contract by notice;
 - 7) dissolution of a contract;
 - 8) rescission of a contract;
 - 9) finding an error in the data.

§ 41. Deadline for updates

1. Updates in the CRU should be made without undue delay, but not later than within 30 days from the date of a change introduced.
2. The deadline referred to in section 1 runs from the date of the occurrence of an event constituting the basis for updating the data.
3. Updating data on contracts registered in the Register of Contracts, including contracts concluded in documentary form, is made in this Register.
4. The information referred to in § 12 sections 1 and 2, constituting the basis for updating the data in the CRU, is entered into the EOD system no later than within 7 calendar days from the date of the occurrence of an event constituting the basis for an update.
5. The Head of an organizational unit verifies the data referred to in section 4 within 7 calendar days from the date of their entry into the system.
6. The total deadline for entering and verifying the data may not exceed 14 days from the date of the occurrence of an event constituting the basis for updating the data.

§ 42. Contract status

1. The following statuses are used in the CRU:
 - 1) active;

- 2) inactive.
2. The "inactive" status is given after the termination of a contract.
3. The guarantee or warranty period does not affect the status of a contract.
4. The change of the status of a contract from active to inactive is automatically marked in the CRU as the date of termination of a contract.
5. In the event of an earlier termination of a contract than the date resulting from the data recorded in the EOD system, the contract data are immediately updated in the EOD system, no later than within 7 calendar days from the date of an event causing the earlier termination of a contract.

Chapter X

RESPONSIBILITY, CONTROL AND REVIEW OF ENTRIES

§ 43. Responsibility of an entering employee

An entering employee is responsible for:

- 1) timely data entry;
- 2) compliance of data with source documentation;
- 3) completeness of information provided.

§ 44. Responsibility of the Head of an organizational unit

The scope of responsibility of the Head of an organizational unit is specified in § 3 of the Ordinance.

§ 45. Annual review of entries

1. The Head of the Public Procurement Office conducts an annual review of entries related to the fulfilment of obligations resulting from the operation of the CRU.
2. The review includes, in particular, the correctness of contract statuses and the completeness of data subject to being provided to the CRU.
3. The results of the review are documented in the form of a report, which is submitted to the Bursar.
4. In the event of irregularities, the Bursar may oblige the relevant organizational units to remove them within the prescribed period.

§ 46. Violation of the procedure

Failure to comply with this procedure may result in liability provided for in the labour law and internal regulations of the University.

Chapter XI

CENTRAL COORDINATION OF THE CRU PROCESS

§ 47. Central coordinator of the CRU process

1. The function of the central coordinator of the process of fulfilling obligations related to the CRU is performed by the Bursar.
2. The Bursar's tasks include in particular:
 - 1) supervising the proper functioning of the process of providing data to the CRU;
 - 2) developing, if necessary, guidelines for the fulfilment of obligations arising from this procedure;
 - 3) monitoring the timely fulfilment of obligations by the organizational units of the University;
 - 4) conducting information activities related to the functioning of the CRU;

- 5) cooperation with the Integrated IT Office, Data Protection Officer and other organizational units of the University in the fulfilment of obligations arising from this procedure.
3. The Bursar may request organizational units to provide additional information or documents necessary to fulfil obligations related to the CRU.
4. Organizational units are obliged to immediately provide explanations and information referred to in section 3.

§ 48. Reporting

1. The Head of the Integrated IT Office draws up periodic reports on the fulfilment of obligations arising from this procedure.
2. The reports include in particular:
 - 1) the number of contracts registered;
 - 2) the number of contracts qualified for publication in the CRU;
 - 3) the number of cases of exceeding deadlines;
 - 4) the most common irregularities;
 - 5) recommendations for improvement measures.
3. The reports are forwarded to the Rector and the Bursar.

Chapter XII

INTEGRATION OF THE EOD SYSTEM WITH THE CRU

§ 49. System integration

1. In order to improve the fulfilment of obligations arising from this procedure, the University uses integration mechanisms between the EOD system and the CRU system.
2. The integration includes the automatic transfer of data from the EOD system to the CRU system.
3. Launching the integration does not exempt users from the obligation to ensure the correctness, completeness and timeliness of data.

§ 50. Responsibility for data transferred automatically

1. In the case of automatic transfer of data to the CRU, the Head of an organizational unit remains responsible for their correctness.
2. The automatic transfer of data does not replace the obligation to verify and approve them.

Chapter XIII

FINAL PROVISIONS

§ 51.

1. Heads of organizational units are obliged to familiarize subordinate employees with the content of this procedure.
2. Each employee participating in the process of preparing, concluding, implementing or settling contracts is obliged to apply the provisions contained in this procedure.

§ 52.

1. The interpretation of the provisions of this procedure rests with the Bursar of Poznan University of Technology.

2. When performing the tasks referred to in section 1, the Bursar consults the Data Protection Officer in matters related to the protection of personal data and may consult a legal adviser in matters requiring legal assessment.
3. In matters related to the functioning of the EOD system, the Bursar cooperates with the Integrated IT Office.

§ 53.

The procedure is subject to periodic review at least once every 12 months, and each time there is a change in the law affecting obligations related to the CRU.