Annex 1
UNIVERSITY OF PANNONIA

ROUND STAMP REQUEST FORM

Name of the faculty / comprehensive organisational unit / organisational unit / unit initiating the procurement of the circular stamp:

.....

Financial centre to be charged:

Certificate of coverage:
Procurement item number:
Estimated value of procurement:

Quantity requested	**Text/imprint of the round stamp**; **stamp type:** automatic/manual; **ink colour:** blue, purple, black

Date:

.....
name and signature of the head of the requesting faculty / comprehensive organisational unit / organisational unit / unit

I authorise the procurement of the above-mentioned round stamp(s)*:

Date:

.....
signature of the Rector / Chancellor / Dean / Director General of the University Centre

*The procurement of a round stamp bearing the coat of arms of Hungary shall be authorised by the Chancellor.

Note: The completed request form, duly signed, accompanied by a certificate of coverage and officially registered, shall be scanned and sent to beszerzes@uni-pannon.hu. The original copy of the round stamp request form shall be retained by the requesting faculty / comprehensive organisational unit / organisational unit / unit in accordance with the provisions of the Document Management Regulation of the University of Pannonia.