Annex 6

UNIVERSITY OF PANNONIA

Investigation Report

on the Disappearance or Loss of a Round Stamp

which is prepared on ..... (date) in room no. ..... , used as the official room for the investigation.

The investigation was conducted by: ..... (name), Head of the Chancellor's Office

Date of the investigation: .....

Those present: ..... (name, position)

..... (name, position)

..... (name, position)

Details of the missing or lost round stamp:

- Type of the round stamp:
- Upper outer arc:
- Lower outer arc:
- Separator asterisk between the texts appearing on the upper and lower outer arcs.
- In the centre of the round stamp: the coat of arms of Hungary / the coat of arms of the University of Pannonia (underline as appropriate)
- Upper inner arc:
- Lower inner arc:

Description of the disappearance or loss of the round stamp (When was it noticed that the round stamp was missing or lost? When was it last used? Where was it stored? Who was the last person to use it? Under what circumstances did it disappear or become lost? Is there any suspicion of theft or negligence?):

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Findings and proposed measures:

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Date:

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Head of the Chancellor's Office

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Head of the faculty/comprehensive organisational unit/organisational unit/unit concerned

Annexes:

- Round Stamp Imprint Register Sheet
- Notification of the Disappearance or Loss of a Round Stamp

Witness 1	Witness 2
Name:.....	Name:.....
Signature:.....	Signature:.....
Address:.....	Address:.....

1 copy is to be sent to:

- Chancellor's Office
- Procurement Department of the Directorate of Legal Affairs and Procurement
- Unit authorised to use the missing or lost round stamp