Appendix No. 2

to the Ordinance No. ..... of the Rector of the University of Warsaw of ................ 2024 on amending the Ordinance No. 82 of the Rector of the University of Warsaw of 1 August 2019 on civil law contracts

Appendix No. 2

to the Ordinance No. 82 of the Rector of the University of Warsaw of 1 August 2019 on civil law contracts

**A model** **of a bill to a mandate contract entered with a natural person not conducting an economic activity**

Date of receipt by the UW ……………………

A legible signature of the recipient ……………………….…

………………….…….., of …………………… r.

(place) (date)

**BILL No. ……..……….**

to the mandate contract No .…. ……………………………………………………... of ……………………

(successive contract No./ UW organisational unit code/year)

**source of financing:** ………………………………… …….……………...................

(PSP Component) (Mandate contract No. in SAP)

**for the University of Warsaw, Krakowskie Przedmieście 26/28, 00-927 Warsaw;**   
**NIP (Tax ID No.)525-001-12-66, REGON (Statistical ID No.) 000001258,**

**ISSUER:**

Surname: …………………………………… Name: ……………………………..……….……

PESEL: ……………………………………… Passport No.: ………………………………….[[1]](#footnote-1)

Phone: ……………………………………….[[2]](#footnote-2)

**Address of residence:**

City: ………………………………… Street: ……………...……………………………

House No.: …………………………….……….. Flat No.: ………………...………………

Postcode: …………………………….….

For the period of contract performance between ……………………. and …………………….

**Number of hours actually provided in the month:** …………………………...………………….[[3]](#footnote-3)

**Hourly rate under the contract:**………………………………………………….……..…[[4]](#footnote-4)

In the case of a mandate contract for teaching (delete if appropriate):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Subject title** | **Hourly rate** | **Number of hours** | **Gross salary** (hourly rate x number of hours taught) |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
|  | **Total:** | Not applicable |  |  |

**Salary in the amount of PLN:** ………………………….…….………………….……………………. (the number of hours taught in the month x hourly rate, or the contractual amount arising from a mandate contract for providing supervision on the preparation of a doctoral dissertation, and a mandate contract entered into with a member of a habilitation committee)

PLN in words: ………………………………………………….…………………………………..….

………………………….….............................. …...……………….……………………….

Signature of the bill issuer I hereby confirm completion of the mandate under the contract

…………………………………………........... ………...…….…..……….………………………

Bursar/Deputy Bursar/Bursar's Representative Rector/Chancellor/Dean/Director

To be filled out by Bursar’s Representative

**Bill payable from** (delete as appropriate):

1. the UW primary bank account
2. project-related/separate bank account (insert the bank account number):

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. Fill in for a non-resident of Poland. [↑](#footnote-ref-1)
2. Provision of a telephone number is voluntary. [↑](#footnote-ref-2)
3. and 4 Does not refer to a mandate contract the subject of which is teaching, a mandate contract for providing supervision on the preparation of a doctoral dissertation, and a mandate contract entered into with a member of a habilitation committee. Delete as appropriate. [↑](#footnote-ref-3)
4. [↑](#footnote-ref-4)