Appendix No. 2 to Dean's Directive No. 7/2026

Instructions for the Physical Inventory Count of Assets for 2026

Article 1: Inventory Committee

Chair:	Klára Drahorádová
Member:	Martin Dufek

Article 2: Dates and Locations of the Inventory Count

The physical inventory count shall take place:

a. On **25–27 November 2026** in the Troja building;
b. On **30 November 2026** at the other workplaces: NUDZ and DDM.

Please ensure that small equipment which is not normally accessible is made available on these dates.

Article 3: Duties of Employees

1. For assets entrusted to you, please send a photograph of each item of equipment showing the entire item and its inventory label to Inventury@fhs.cuni.cz by **25 November 2026** as supporting evidence.
2. If there is a discrepancy in the asset records or an item is faulty, inform Klára Drahorádová, the asset administrator, using the email address above.
3. Return any equipment entrusted to you that you do not use:
   a. IT equipment – to the IT Office (OIT);
   b. Other equipment – to Klára Drahorádová, the asset administrator.

Article 4: Asset Overview

1. You can check your asset overview at: https://phobos.fhs.cuni.cz
   Login details: use the same credentials as for your computer or Faculty email.
2. An overview of the assets entrusted to you is available under:
   Sestavy ? 50.25 Přehled majetku, který mám svěřený (Reports ? 50.25 Overview of assets entrusted to me)
3. An overview of the assets assigned to a room is available under:
   Sestavy ? 50.24 Přehled majetku (Reports ? 50.24 Asset overview). In the 'Místnost' (Room) field, enter your office room number, including the full stop, e.g. 2.11.

In Prague on 23 October 2026

doc. Věra Sokolová, M.A., Ph.D.
Dean