**Załącznik nr 3 do instrukcji obiegu dokumentów**

Nazwa i adres placówki

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|  |  | | **ZAANGAŻOWANIE UMOWY - KOREKTA** | | | | | | | |  | |  | |  |  | |
|  | **Jest:** | |  |  | | |  |  | | |  | |  | |  |  | |
|  | Załącznik do umowy nr …………………….. z dnia …………...zawartej z ……………….. | | | | | | | | | |  | |  | |  |  | |
|  | okres trwania umowy od …………………..do……………………... r. | | | | | | |  | | |  | |  | |  |  | |
|  | wartość brutto umowy: …………………………………… | | | | | | |  | | |  | |  | |  |  | |
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|  | klasyfikacja budżetowa | | zadanie budżetowe | grupa kontrahenta RB-N | | | | zaangażowanie umowy w roku bieżącym | | | zaangażowanie na lata kolejne | | | | | Razem | |
|  | rozdział/ paragraf | |  | *przedsiębiorstwa niefinansowe \** | | | *instytucje niekomercyjne działające na rzecz gospodarstw domowych \*\** | **2018** | | | **2019** | | **2020** | | **2021** |  | |
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|  | **Powinno być:** | |  |  | | |  |  | | |  | |  | |  |  | |
|  | Załącznik do umowy nr ……………………..z dnia ……………………. zawartej z …………………………… | | | | | | | | | | | |  | |  |  | |
|  | okres trwania umowy od ……………………. do ……………………. r. | | | | | | |  | | |  | |  | |  |  | |
|  | wartość brutto umowy:…………………………….. | | | | | |  |  | | |  | |  | |  |  | |
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|  | klasyfikacja budżetowa | | zadanie budżetowe | grupa kontrahenta RB-N | | | | zaangażowanie umowy w roku bieżącym | | | zaangażowanie na lata kolejne | | | | | Razem | |
|  | rozdział/ paragraf | |  | *przedsiębiorstwa niefinansowe \** | | | *instytucje niekomercyjne działające na rzecz gospodarstw domowych \*\** | **2018** | | | **2019** | | **2020** | | **2021** |  | |
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|  | **Różnica** | |  |  | | |  |  | | |  | |  | |  |  | |
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|  | klasyfikacja budżetowa | | zadanie budżetowe | grupa kontrahenta RB-N | | | | zaangażowanie umowy w roku bieżącym | | | zaangażowanie na lata kolejne | | | | | Razem | |
|  | rozdział/ paragraf | |  | *przedsiębiorstwa niefinansowe \** | | | *instytucje niekomercyjne działające na rzecz gospodarstw domowych \*\** | **2018** | | | **2019** | | **2020** | | **2021** |  | |
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|  | **Objaśnienie:** | | |  | | | |  | | |  | |  | |  |  | |
|  | \* | | *grupa kontrahentów powyżej 10 osób -w kolumnie przedsiębiorstwa niefinansowe* | | | | | | | | | | | | | | |
|  | \*\* | | *grupa kontrahentów do 10 osób -instytucje niekomercyjne działające na rzecz gospodarstw domowych* | | | | | | | | | | | | | | |
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| **Załącznik nr 3a do instrukcji obiegu dokumentów** | | | | | | | |  |  | |  | | | **Załącznik nr 3a do instrukcji obiegu dokumentów** | | | | | | | |
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| Nazwa i adres placówki | | | | | | | | | |  | |  | | |  | | | |  | | | | | |  | | | |  | | | | |
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| **ROZLICZENIE UMOWY/ ZAANGAŻOWANIA \*** | | | | | | | | | | | | |  | | |  | | | |  | | | | | |  | | | | |  | | | | |
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| **Rozliczenie umowy nr ………….……… z dnia …………………………** | | | | | | | | | | | | | | | | |  | | | |  | | | | | |  | | | | |  | | | | |
| **zawartej z ………………………………** | | | | | | | | | |  | |  | | |  | | | |  | | | | | |  | | | |  | | | | |
| **okres trwania umowy: od ……………….....…. do ……………………..** | | | | | | | | | | | | | | | | |  | | | |  | | | | | |  | | | | |  | | | | |
| **wartość brutto umowy: ……………………………….** | | | | | | | | | | | | |  | | |  | | | |  | | | | | |  | | | | |  | | | | |
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| **zaangażowanie na rok 2……………..** | | | | | | | | | | | | |  | | |  | | | |  | | | | | |  | | | | |  | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **lp.** | **Data faktury** | **Nr faktury** | **Wartość faktury brutto** | **data zapłaty faktury** | | 1 |  |  | 0 |  | | 2 |  |  | 0 |  | | 3 |  |  | 0 |  | | 4 |  |  | 0 |  | | 5 |  |  | 0 |  | | 6 |  |  | 0 |  | | 7 |  |  | 0 |  | | 8 |  |  | 0 |  | | 9 |  |  | 0 |  | | razem: |  |  | 0 |  | |  |  |  |  |  | | | | | | | | |  |  | |  | | |  | | | |  | | | | | |  | | | |  | | | | |
| **Rozliczenie:** | | | | | | | | | |  | |  | | |  | | | |  | | | | | |  | | | |  | | | | |
| Kwota umowy zaangażowana na dany rok 20………….. | | | | | | | | | | | | |  | | |  | | | |  | | | | | |  | | | | |  | | | | |
| Środki wydatkowane z umowy w danym roku budżetowym | | | | | | | | | | | | | | | | |  | | | |  | | | | | |  | | | | |  | | | | |
| Pozostała kwota do wydatkowania w danym roku | | | | | | | | | | | | |  | | |  | | | |  | | | | | |  | | | | |  | | | | |
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| **Polecenie do wyksięgowania zaangażowania z umowy:** | | | | | | | | | | | | |  | | |  | | | |  | | | | | |  | | | | |  | | | | |
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| Przygotował: | | | | | | | | | |  | |  | | | …………………………………………………………………. | | | | | | | | | | | | | | |  | | | | |
| nr telefonu: | | | | | | | | | |  | |  | | | data, podpis i pieczątka Kierownika jednostki | | | | | | | |
| adres mailowy: | | | | | | | | | |  | |  | | |  | | | |  | | | | | |  | | | |  | | | | |
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| Potwierdzam zgodność danych liczbowych z zapisami w księgach rachunkowych: | | | | | | | | | | | | | | | | |  | | | |  | | | | | |  | | | | |  | | | | |
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