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|  |  |  |  |  |  |  |  | **Załącznik nr 4 do instrukcji obiegu dokumentów** | | | | | | | |
|  |  |  |  |  |  |  |  |  | |  | |  | |  | | | |  | |
| Nazwa i adres placówki | | |  |  |  |  |  |  | |  | |  | |  | | | |  | |
|  |  |  |  |  |  |  |  |  | |  | |  | |  | | | |  | |
|  | **POTWIERDZENIE UJĘCIA W WPF** | | | |  |  |  |  | |  | |  | |  | | | |  | |
|  |  |  |  |  |  |  |  |  | |  | |  | |  | | | |  | |
| Numer właściwej uchwały Rady m.st. Warszawy zabezpieczającej środki w wieloletniej prognozie finansowej (WPF): …………….. | | | | | | | | | | | | | | |
| z dnia ………………. | |  |  |  |  |  |  |  | |  | |  | |  | | | |  | |
|  |  |  |  |  |  |  |  |  | |  | |  | |  | | | |  | |
| kontrahent: (nazwa, adres)……………………………………………………… | | | | | | |  |  | |  | |  | |  | | | |  | |
|  |  |  |  |  |  |  |  |  | |  | |  | |  | | | |  | |
| okres trwania umowy: od …………….…... do …………….. | | | | | | |  |  | |  | |  | |  | | | |  | |
|  |  |  |  |  |  |  |  |  | |  | |  | |  | | | |  | |
| wartość brutto umowy: ……………………. | | | |  |  |  |  |  | |  | |  | |  | | | |  | |
|  |  |  |  |  |  |  |  |  | |  | |  | |  | | | |  | |
| Środki zabezpieczono w wieloletnim planie finansowym: | | | | | | |  |  | |  | |  | |  | | | |  | |
|  |  |  |  |  |  |  |  |  | |  | |  | |  | | | |  | |
| klasyfikacja budżetowa | | zadanie budżetowe | | Planowane wydatki brutto w poszczególnych latach | | | | | razem | |  | |  | | | |  | |
| rozdział/ paragraf/ obszar funkcjonalny | |  | | 20… | | 20… | 20… | 20… | |  | |  | |  | | | |  | |
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|  |  |  |  |  |  |  |  |  | |  | |  | |  | | | |  | |
| Przygotował: | |  |  |  |  | …………………………………………….. | | |  | |  | |  | | | |  | |
| nr telefonu: | |  |  |  |  | data, podpis i pieczątka Kierownika jednostki | | | | |  | |  | | | |  | |
| adres mailowy: | |  |  |  |  |  |  |  | |  | |  | |  | | | |  | |
|  |  |  |  |  |  |  |  |  | |  | |  | |  | | | |  | |
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|  |  |  |  |  |  |  |  |  | |  | |  | |  | | | |  | |
| Potwierdzam zabezpieczenie środków w wieloletnim planie finansowym jednostki. | | | | | | | | |  | |  | |  | | | |  | |
|  |  |  |  |  |  |  |  |  | |  | |  | |  | | | |  | |
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| …………………………………………………………………. | | | | |  |  |  |  | |  | |  | |  | | | |  | |
| data, podpis i pieczątka pracownika DBFO ds. planowania | | | | | | |  |  | |  | |  | |  | | | |  | |

**Załącznik nr 4a do instrukcji obiegu dokumentów**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | |  | **PRZYCHÓD dot. UMOWY (sprzedażowej)** | | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | **Załącznik do umowy nr ………………….. z dnia ……………… zawartej z ………………………………………………** | | | | | | |  |  | | **okres trwania umowy od …………….…... do ……………..** | | | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | **termin płatności umowy: …………………………………………………………………………………………………………** | | | | | | |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | grupa kontrahenta RB-N | |  |  |  |  | |  | |  | przedsiębiorstwa niefinansowe \* | instytucje niekomercyjne działające na rzecz gospodarstw domowych \*\* |  |  |  |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | Objaśnienie: | |  |  |  |  |  |  |  | | \* | grupa kontahentów powyżej 10 osób w kolumnie przedsiębiorstwa niefinansowe | | | | |  |  |  | | \*\* | grupa kontahentów do 10 osób instytucje niekomercyjne działające na rzecz gospodarstw domowych | | | | | |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | Przygotował: ………….. | | |  |  |  | ………………………………………………………… | | | | nr telefonu: ……………. | | |  |  |  | data, podpis i pieczątka Kierownika jednostki | | | | adres mailowy: ………. | | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |
|  | **PRZYCHÓD dot. UMOWY (sprzedażowej)** | | |  |  |  |  |  |