

Ordinance No. 7
of the Rector of Poznan University of Technology
of 5 March 2026
(RO/III/7/2026)

amending Ordinance No. 10 of the Rector of Poznan University of Technology of 30 April 2009 on the introduction of the “Accounting Policies Documentation of Poznan University of Technology”

Acting pursuant to Article 10(2) of the Act of 29 September 1994 on Accounting (Journal of Laws of 2023, item 120, as amended), **it is ordered** as follows:

§ 1

In the Accounting Policies Documentation of Poznan University of Technology, constituting an attachment to Ordinance No. 10 of the Rector of 30 April 2009, the following amendments are introduced:

- 1) In point 1.3 – *Method of maintaining accounting records*:
 - a) the provision:

„It is permissible to describe, verify and approve documents (including invoices) within the Electronic Document Workflow (EOD) system. In the case of invoices, an employee of the Finance Department prints and attaches to the invoice the document ‘Description of a cost document’, the template of which constitutes Attachment No. 1 to this Ordinance.” shall be replaced by the following wording: “It is permissible to describe, verify and approve documents (including invoices) within the Electronic Document Workflow system.”,
 - b) the following provision is added:

„Invoices received by the University via the National e-Invoicing System (KSeF) shall constitute structured invoices within the meaning of the provisions of the Value Added Tax Act and shall be deemed to have been received at the moment they are assigned an identification number in KSeF. The basis for recording an invoice in the accounting records shall be the electronic document stored in KSeF. Any visualisation of the invoice made available in internal systems (e.g. in PDF format) shall be of an auxiliary nature and shall serve solely organisational and descriptive purposes. The description, substantive verification, formal and accounting verification, and approval of invoices received via KSeF shall be carried out within an electronic system, on the basis of the data contained in the structured invoice and any accompanying documents, where required. The due date for payment of an invoice shall be calculated from the date of its receipt in KSeF, irrespective of when its visualisation is reviewed or when information concerning the invoice is forwarded to the relevant organisational unit. Invoices received via KSeF shall not be subject to paper-based circulation, unless separate regulations or guidelines of funding institutions, in particular those relating to the implementation of externally funded projects, require the printing and annotation of the invoice visualisation. In such cases, the handling of the documentation shall be governed by the relevant project regulations.”
 - c) the following provision is added:

“Accounting documents relating to a given accounting month shall be deemed to have been recorded in that month if they are received by the University no later than the 20th day of the following month. An exception shall apply to documents relating to the month of December, which shall be deemed to have been recorded in the financial year if they are received by the University no later than 31 January of the following year.
Documents received after these deadlines shall be recorded in the accounting records of the period in which they were received, unless the Bursar or Deputy Bursar, having regard to the

materiality of the economic event or the accuracy of the financial statements, decides that they should be recognised in another reporting period.

2) In point 2.2 – *Valuation of other assets and liabilities*:

a) the provision:

“It is permissible not to recognise accruals and deferrals, in particular in respect of utilities, membership fees, licences and subscriptions, where their amount is immaterial from the perspective of a true and fair view of the financial position and financial result. A materiality threshold of 0.05% of revenue generated in the previous financial year is adopted.” shall be replaced by:

„Prepayments (accrued expenses):

1. Prepayments shall include costs incurred in a given financial year which relate to future reporting periods, in particular the following financial year or subsequent years.

Prepayments shall include, among others, costs relating to:

- 1) insurance,
- 2) access to electronic databases,
- 3) technical support and post-warranty servicing of equipment and facilities,
- 4) technical support and maintenance of software,
- 5) participation in conferences,
- 6) tickets related to business travel,
- 7) accommodation,
- 8) licences,
- 9) subscriptions,
- 10) membership fees,
- 11) utilities (in particular electricity, gas and water), where such charges are paid in advance.”.

2. Simplifications in accounting for prepaid expenses:

2.1. Owing to the absence of monthly financial reporting at the University, prepaid expenses shall be recognised in aggregate by charging the costs of the given financial year in a single amount corresponding to the portion attributable to that year, without making monthly allocations.

2.2. The allocation of prepaid expenses to individual financial years shall be determined on the basis of the number of months falling within a given year, without daily apportionment, on the assumption that the boundary month (initial or final) is assigned to the year in which the greater number of days falls. For example, for the period from 8 October 20XX to 7 October 20XX+1: 3 months fall within 20XX and 9 months within 20XX+1.

2.3. Costs relating to future reporting periods with a value of up to PLN 2,000 may, as a rule, be recognised in full in the costs of the current financial year, without applying prepaid expense accounting.

2.4. Costs exceeding the amount referred to in point 2.3 may, in justified cases, also be recognised in full in the costs of the current financial year, subject to approval as follows:

- up to PLN 5,000 – by the Head of the Accounting Department or the Deputy Bursar,
- above PLN 5,000 – by the Bursar.

3. Conference participation, business travel and accommodation related to external projects
The simplifications referred to in point 2 shall not apply to costs relating to participation in conferences or business travel taking place in future reporting periods, in particular conference fees, air tickets and other transport tickets, and accommodation, where such costs relate to projects financed from external funds.

These costs shall be recognised as prepaid expenses and charged to cost accounts (Group 5) in the month in which the conference or business travel is completed.

4. The application of the simplifications referred to in point 2 must not result in a material misstatement of the University's financial position or financial result; in particular, the total value of costs not recognised at the balance sheet date must not exceed 0.05% of sales revenue.
- b) the following provision is added:
„Deposits collected in connection with the circulation of returnable packaging shall be recognised in the appropriate settlement account until they are settled. Deposits outstanding at the balance sheet date, for which there is no realistic prospect of recovery, shall be written off to other operating expenses.”
- 3) The current versions of software used for maintaining the accounting records are specified as follows:
- a) Microsoft Dynamics 2009 AX – version 5.0.1500.6491;
 - b) University Student Records System (USOS) – version 6.8.1;
 - c) eAkademik (administrative panel for the student residence management system) – version 5b4316ac0a038245804052ffc50f27ae69d36d7e.
- 4) The chart of general ledger accounts shall be replaced by the version set out in the Attachment to this Ordinance.

§ 2

The implementation of this Ordinance is entrusted to the Bursar of Poznan University of Technology.

§ 3

This Ordinance shall enter into force on the date of its signing and shall apply from 1 January 2026.

The original signed by
Rector
of Poznan University of Technology

Prof. Teofil Jesionowski, Ph.D., D.Sc.