

**Closing inventory procedure for the departure of a Head of Unit;**

**Unit closure report;**

**Declaration of Completeness.**

#### School / College / VP

#### Unit

Head of Unit

Date of closing inventory

#### Procedure followed:

##### LEX 4.1.2 Closing inventory procedure for the departure of a Head of Unit or closure of a Unit

#### List of operations and verifications for the closing inventory

1. **Finance and Management**

|  |  |  |  |
| --- | --- | --- | --- |
| 1.1 |  | Balance of budgetary funds at the date of Unit closure or the departure of the Head of Unit | Head of Finance & Controlling (RFF)  Head of Unit |
| 1.2 |  | Balance of third-party funds at the date of Unit closure or the departure of the Head of Unit, and the related finance contracts | RFF  Head of Unit |
| 1.3 |  | Status of current contracts with suppliers | Head of Unit |
| 1.4 |  | Status of current contracts with customers (debtors) | Head of Unit |
| 1.5 |  | Status of cash book | Head of Unit |
| 1.6 |  | Latest declaration of secondary activities | Head of Unit |

1. **Human Resources**

|  |  |  |  |
| --- | --- | --- | --- |
| 2.1 |  | List of personnel with upcoming contract expiration and sources of financing | Human Resources Manager (RH) & RFF |
| 2.2 |  | Status of staff holidays and overtime | Head of Unit |

1. **Inventories**

|  |  |  |  |
| --- | --- | --- | --- |
| 3.1 |  | Inventory of scientific equipment | Inventory Coordinator |
| 3.2 |  | Inventory of furniture | Infrastructure Manager |
| 3.3 |  | Inventory of IT equipment and special programmes | IT Manager  Laboratory |
| 3.4 |  | Inventory of other assets | Dependent on type of asset |

1. **Contracts, patents, licences, trademarks**

|  |  |  |  |
| --- | --- | --- | --- |
| 4.1 |  | List of all contracts signed by the Unit over the last 10 years | TTO/Head of Unit |
| 4.2 |  | List of patents, licences and trademarks | TTO/Head of Unit |

1. **Archives**

|  |  |  |  |
| --- | --- | --- | --- |
| 5.1 |  | Inventory and filing system of scientific archives (hard copy and electronic versions) | Head of Unit |
| 5.2 |  | Inventory and filing system of administrative archives (hard copy and electronic versions) | Head of Unit |

1. **Miscellaneous**

|  |  |  |  |
| --- | --- | --- | --- |
| 6.1 |  | Status of Accred rights | Financial Manager |
| 6.2 |  | Any other information concerning commitments of any kind | Head of Unit |

1. **Declaration of completeness by Head of Unit**

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# Finance and Management

## Balance of budgetary funds at the date of Laboratory closure or the departure of the Head of Unit

## Balance of third-party funds at the date of Laboratory closure or the departure of the Head of Unit, and the related finance contracts (subsidies)

## Status of current contracts with suppliers

## Status of current contracts with customers (debtors)

## Status of cash book

## Latest declaration of secondary activities

# Human Resources

## List of personnel and sources of financing

## Status of staff holidays and overtime

##### Status of holidays as of xxx. Extract from the “Absences” database.

# Inventories

## Inventory of scientific equipment

## Inventory of furniture

## Inventory of IT equipment and special programmes

## Inventory of other assets

# Contracts, patents, licences, trademarks

## List of all contracts signed by the Unit over the last 10 years

## List of patents and licences (see TTO)

# Archives

## Inventory and filing system of scientific archives (hard copy and electronic versions)

## Inventory and filing system of administrative archives (hard copy and electronic versions)

# Miscellaneous

## Status of Accred rights

## Any other information concerning commitments of any kind

# Declaration of Completeness by Head of Unit

**Mr / Ms (Professor) xxx**

**School xxx**

**Unit / Laboratory xxx**

*For the attention of the EPFL Direction*

Introduction

The aim of the present procedure completed by the School Dean / College Direction / Vice Presidency is to enable him/her to provide an overview of the financial situation of the xxx Unit following the departure of its Head, on xxx (date). It also provides the EPFL Direction with information regarding various management elements and allows for the closure of the aforementioned Unit to be commenced.

Declaration

I, the undersigned, xxx, hereby submit to you the present Declaration of Completeness in relation to LEX 4.1.2 upon my departure from EPFL and the termination of my duties as xxx, and more specifically, following the financial audit of accounts as of xxx and upon the validation of various elements related to the Unit.

I hereby confirm in good faith the following declarations in relation to the xxx Unit:

* The accounts have been prepared in accordance with EPFL directives.
* All amounts to be received have been collected and the latest invoices to be settled will be processed according to standard EPFL procedure.
* I have provided all of the documentation required by the present closing inventory procedure.

I am not aware of any irregularities in which one of my colleagues may be involved and which has not yet been reported to the EPFL Direction.

Professor …… Professor ……

EPFL, (date) ……………… EPFL, (date) ……………

1 Reference: LEX 4.1.2 Closing inventory procedure for the departure of a Head of Unit or closure of a Unit