

Otto-von-Guericke-Universität Magdeburg  
student council – Postfach 4120 – 39106 Magdeburg, Germany

### VK1 - Instigation of a transfer

**from the virtual account up to 200 € according to § 6 XII GO**

Date:

fields marked with \* are mandatory

In case any mandatory field is not filled in or the form described in the instruction is not adhered to, this application is to be considered void.

Name of the department\*

In cooperation with

Project-name\*

Short description\*

### Preprint for a financial plan

For smaller endeavors a preprint for a financial plan is hereby provided:

Revenue		Expense	
Revenue item	Amount	Expense item	Amount
Total revenue		Total expenses	

## Instruction

For the proper form of this application the following points must be adhered to:

- § 6 GO "Referate" applies accordingly.
- A balanced financial plan is to be attached.
- A project, a procurement or another miscellaneous cost is not to be distributed across several VK1- or VK2-applications of the same department. But distribution is allowed across applications of different departments, if it is first discussed on a meeting as part of all of the concerning departments' reports. **The sum of all VK1-applications must not exceed the amount of 200 €.**
- If a project is collectively executed by multiple departments. It shall be marked so in the field "In cooperation with".
- The application is to be **send to all spokespersons ([stab@stura-md.de](mailto:stab@stura-md.de)) for notice before** any cost may occur. Any costs occurring before **noticing the spokespersons** can not be refunded. **If any spokesperson objects with reasonable cause in a time frame of five business days. The application will instead, of just be taken for notice, be spoken about on the next student council's meeting.**
- **The VK1 must be reported on in the next department's report.**
- For a connected acquisition (meaning a group of item for which the decision is all or nothing (e.g. accessories for a "main acquisition")) in value of at least 100 €, three biddings, different to each other, are to be attached. If the cheapest offer is not taken, the reason for this decision (e.g. why the bid was not sufficient) is to be explained.
- **It is advised to use the existing inventory of the student council. If acquisition or renting cost for something inside the inventory of the student council should arise, it is to be reasoned why this existing inventory was not used.**
- For acquisitions of movable commodities which can be used across different projects or departments or by the student council, **a exception permit is needed. This permit can be issued by the spokesperson for administrative affairs or a resolution of the student council.**
- On multi-day (longer than 24h) event with provisions. An appropriate co-payment in the spirit of a solidarity contribution of the participants shall be provided in the financial plan. A co-payment of **5%** will be considered assufficient. It is requested to deeply consider to not fall below this limit before doing so, because the money needed for that is the money other students payed. **The student council has to tolerate falling below the before mentioned without requesting a reason.**
  - Numbers from the 22<sup>nd</sup> social survey of the Deutsches Studierendenwerk (2021):
    - \* **6-7€/day for groceries**
    - \* **2€/day for sport, cultur and other leasure activities**

**Bank data for transfer**

Account holder\*

IBAN\*

BIC

Bank\*

Amount (in €)\*

Purpose

Signature 1 department 1\*

 , the 

Name\*:

Role\*:

Signature 2 department 1\*

 , the 

Name\*:

Role\*:

Signature department 2 (cooperation)

 , the 

Name:

Role:

Signature department 3 (cooperation)

 , the 

Name:

Role: