

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

VK2 - Instigation of a transfer

from the virtual account over 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*

Application*

Reasoning*

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	

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IBAN: DE18 8105 3272 0034 0089 73 – Stadtparkasse Magdeburg

Document in the version of 12.6.2025

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.
- 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 **acknowledged by the student council before** any cost may occur. Any costs occurring before **acknowledgment by the student council** can not be refunded. **If the application is submitted more than two weeks before its event's due date and the next student council's meeting is held after that date, it will instead be voted on via resolution by circulation.**
- 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.
- **Acquisition or renting costs, for something inside the inventory of the student council or its departments and is available for borrowing, are not refundable. The unavailability for borrowing for the relevant items and time frame is to be signed/confirmed by the spokesperson for administrative affairs before the acquisition/rental.**
- For acquisitions of movable commodities which can be used across different projects or departments or by the student council, **is in the purview of the student council. They will be centrally administrated by 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 **10€ per person and day in total** will be considered as sufficient. 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.

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:

Resolution:

Meeting from:

Signature StuRa: