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| Kassenanordnung **SAP** | | | | | | | | | | | | | | | | | | | | HH-Jahr 201 | | | | | | | | | | | | | | | | | | | | INV | | | | | | | | | |
| Buchungskreis **1000** (alternativ  ) | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Grau hinterlegte Felder sind nur von der zentralen Verwaltung auszufüllen**  *Nähere Hinweise zum Ausfüllen des Formulars finden Sie auf unserer Internetseite: http://intranet.verwaltung.uni-mannheim.de/intranet/dez\_iv/dez\_iv\_sap/index.html* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Einrichtung1:** | | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | **Beleg – Nr. (SAP):** | | | | | | | | | | | | | | | | | | | |
| BearbeiterIn1: | | | | | | |  | | | | | | | | | | | Tel.-Nr.1: | | | | | | |  | | |  | |  | | | | | |  | | | | | | | | | |  | | | |
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| **Auszahlung1** | | | | | | | | | | | | Auslandszahlung2 | | | | | | | | | | | | | | | | | |  | | | Rechnungsdatum siehe beigefügte Rechnung | | | | | | | | | | | | | | |  | |
| **Einzahlung1** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | Referenznummer ist die Rechnungsnummer des Debitors / Lieferanten | | | | | | | | | | | | | | |  | |
| **Vorschuss2 Nr.:**     /  **Abrechnung Vorschuss2**   |  | | --- | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Buchungsdatum: | | | | | | | | | | | | | | | | | | | |
| **Kreditor / Debitor** (Angaben nachfolgend)**:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Erfasst / gebucht durch (Dat. / Hz.): | | | | | | | | | | | | | | | | | | | |
| geprüft durch (Dat. / Hz.): | | | | | | | | | | | | | | | | | | | |
| K. / D. – Nummer (wenn bekannt): | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | Steuer rechnen | | | | | | | | | | | |  | | | | | | | |
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| Name, Vorname / Firma / Ort1: | | | | | | | | | |  | | | | | | | | | | | | | | | | | |  | |  | | | | |  | | |  | | | | | | | | | | |  |
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| IBAN4: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | | | | |  | | |  | | | | | | | | | | |  |
| BIC4: | | |  | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | |  | | |  | | | | | | | | | | |  |
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| **BS** | | **Sachkonto**  **(8 – stellig)** | | | | | | **Kostenstelle / PSP – Element1**  **(10 – stellig)** | | | | | | | | | | | | | | | | | | | **Fonds1**  **(4 – stellig)** | | | | | | | | | | **PSP** | | | | | **Geschäftsbereich**  **(4 – stellig)** | | | | | | | |
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| **Betrag1, 8:** | | | | **€** | | | | | | | | | | | | | Fremdwährung: | | | | |  | | | | | |  | | Splittbuchung | | | | | | | | | | | | (s.Anlage / Rechnung) | | | | | | | |
| In Buchstaben (ab 1.000,00 €1) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Laufzeit** vom: | | | | | | | | | | |  | | | | | | | |  |
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| Fällig am1: | | | | |  | | | | | | /  sofort | | | | | | | | | | | | | | | | | | | **Inventarvermerke** | | | | | | | | | | | | | | | | | | | |
| **Bestellnummer** bei Beschaffung1: | | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | **ABU** | | | | | | |  | | | | | | | | | | | |  |
| **Verwendungszweck 6:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Stornierung | | | | | | | | | | | |  | | | | | | | |
|  | Übernahme Kursgebühr HDZ | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | Mit Belegnummer: | | | | | | | | | | | | | | | | | | | |
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| **Mittelbindung Beleg – Nr.3:** | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | | | | | | | | |
| **Folgenden Anlagen wurden beigefügt:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Verteiler** | | | | | | | | | | | | | | | | | | | |
| Rechnung | | | | | | | | | für Lieferungen / Leistungen aus der EU o. Drittland | | | | | | | | | | | | | | | | | | | | |  | | | **Dez. IV** | | | | | | | | | |  | **Dez. V** | | |  | |  |
| Vergleichsangebote | | | | | | | | | Anhang zu Abschlagszahlungen | | | | | | | | | | | | | | | | | | | | |  | | | Haushalt | | | | | | | | | |  | Drittmittel | | |  | |  |
| schriftlicher Auftrag | | | | | | | | | Lieferschein5 | | | | | | | | | | | | | | | | | | | | |  | | | Beschaffung | | | | | | | | | |  | Werkvertrag | | |  | |  |
| Leistungsnachweise | | | | | | | | |  | | | | | |  | | | | | | | | | | | | |  | |  | | | Steuer | | | | | | | | | |  | Reisekosten | | |  | |  |
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| **Vergabeart:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | **zur Anordnung** | | | | | | | | | | | | | | | |  |
| freihändige Vergabe | | | | | | | | | beschränkte Ausschreibung | | | | | | | | | | | | | | | | | | | | |  | | o.g. Betrag **budgetverändernd** buchen auf FiPo   mit Budgetart **33** (1a) | | | | | | | | | | | | | | | | |  |
| Rahmenvertrag | | | | | | | | | öffentliche Ausschreibung | | | | | | | | | | | | | | | | | | | | | **Anlagen:** | | | | | | | | |  | | | | | |  | | | | |
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| **Feststellungsvermerke:** | | | | | | | | | | | | | | | | | | | | | | | **Anordnung:** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Die vergaberechtlichen Vorschriften wurden eingehalten: sachlich richtig7 – und – rechnerisch richtig. | | | | | | | | | | | | | | | | | | | | | | | Die Buchhaltung wird angewiesen, den Betrag wie angegeben anzunehmen / auszuzahlen und zu buchen. | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Datum / **Name** / Unterschrift mit Amtsbez. bzw. Entg. – Gr.1 | | | | | | | | | | | | | | | | | | | | | | | Datum / **Name** / Unterschrift mit Amtsbez. bzw. Entg. – Gr.1 | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| |  |  |  | | --- | --- | --- | | 1) Pflichtfelder  1a) für Anordnende:SaKo + BeE-Veränd.  2) erfordert ggf. weitere Formulare  3) sofern Obligo angelegt  4) bitte angeben, falls nicht aus der Anlage ersichtlich | 5) Pflichtunterlage, sofern eine Bestellung außerhalb von SAP-SRM  6) maximal 2 x 25 Zeichen; auf dem Überweisungsträger der Bank erscheinen zuerst automatisch Rechnungsnummer, - datum und Kundennummer | 7) ab gehobener Dienst (Entg. – Gr. E9 g.D. bzw. Bes. – Gr. A9 g.D.)  8) Bitte auch bei Skonto vollen Betrag eingeben, Abzug erfolgt in SAP automatisch | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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