

Overview on documents for certification and payments

Step	Document		Issued by	Submitted to	No. of copies	Format
Monitoring Report 1 on partner level	Zpráva o pokroku/Partner-Projektbericht	Template: 6	Each partner	- Controller of partner	1x 1x	Signed original (PP) Electronic file xls
	Finanční zpráva/Partner-Finanzbericht	Templates: 7,8,9,10	Each partner	- Controller of partner	1x 1x	Signed originals (PP) Electronic files xls
		all annexes (invoices, payment confirmations, other ...)			1x 1x	Originals/Copies Electronic copies (scans)
Statement of eligible expenditures and confirmation of Project report	Prohlášení o způsobilých výdajích/Partner-Prüfbericht der Kontrollstelle	Template: 5	Controller	- Partner - DMS - Own records controller	1x 1x 1x	Electronic copy (scan) Electronic copy (scan) Signed original (FLC)
		Signature on templates: 6, 8 (10)	Controller	- Partner - DMS - Own records controller	1x 1x 1x	Electronic copy (scan) Electronic copy (scan) Signed original with acknowledgment of controller PP
	Report of on-the-spot checks	If available	Controller	- Partner - DMS - Own records controller	1x 1x 1x	Electronic copy (scan) Electronic copy (scan) Signed original (FLC)
Monitoring Report 2 on project level	(Závěrečná) Zpráva o realizaci projektu/Gesamtprojekt-Zwischen-/Endbericht (bilingual)	Template: 2/3	Lead Partner	- Controller of LP	1x 1x	Signed original (LP) Electronic file xls
	Žádost o platbu/Auszahlungsantrag	Template: 4	Lead Partner	- Controller of LP	1x 1x	Signed original (LP) Electronic file xls
Approval of Report package 2		Signature on template 2/3	Controller of LP	- Lead Partner - DMS - Own records controller	1x 1x 1x	Electronic copy (scan) Electronic copy (scan) Signed original with acknowledgment of controller LP
		Signature (+correction) on template 4		- Lead Partner - DMS - Own records controller	1x 1x 1x	Electronic copy (scan) Electronic copy (scan) Signed original with acknowledgment of controller LP
Completeness and consistency checks (Art.15 1080/2006)	Zusammenfassung der Prüfergebnisse - Gesamtprojekt und Berechnung der Finanzierung Shrnutí výsledků kontrol na úrovni projektu a výpočet financování	Template: 1 (+overview of payments) Checklist JTS	JTS JTS	- Lead Partner - DMS - Own records JTS - DMS - Own records JTS	1x 1x 1x 1x 1x	Electronic copy (scan) Electronic copy (scan) Signed original (JTS) Electronic copy (scan) Signed original (JTS)
	Žádost o refundaci/Auszahlungsanweisung	Data entry and release in ATMOS	JTS	- ERP-F - MA	1x 1x	data (JTS payment released) prepared payment order
		Template by ERP-F printed from ATMOS	MA	- ERP-F - DMS	1x 1x	Signed copy by fax Electronic copy (scan)