

NC State University Prague Institute
Michalska 3, Prague 1
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Czech Republic

I certify that 9,000 Czech crowns and 175 euros were taken from an unlocked desk drawer. The sources of the funds were the Prague imprest checking (4,000), Dana Bartelt PCard (5,000) and Fernando Magallanes Pcard (175 euros).

It occurred during the last week of the Spring semester when there was a lot of activity within the Institute. Immediately upon discovering that the money was missing from the drawer, I had a meeting with employees Anael Segersova, Jakub Tesinsky and Anna Sedova to discuss improving security of not only cash-on-hand but generally. The actions we took immediately included getting the services of a locksmith to install locks on Segersova's and my file cabinets, and to replace the key to my office door. Even though, the offices were not broken into, we felt that this way I would be sure that absolutely no one else had the key to the office in which the safe stands. We will only keep petty cash in the locked drawers; all other cash will be held in the safe. The safe keys will be locked in a drawer to which only I will have access.



8 May 08

Dana Bartelt, Director Prague Study Abroad

Marvin J Malecha, FAIA
Dean, College of Design