

# 國立中興大學支出憑證黏存單

請購單位： \_\_\_\_\_

憑證編號	預算科目	給付總額 (A)							經費來源 (或計畫名稱)
		千	百	十	萬	千	百	十	元
扣繳稅額 (B)		給付淨額 (A)-(B)							

驗收單位		需加會有關單位請打 V	採購組 (集中採購案件)	環安中心 (綠色採購)	圖書館 (圖書館藏)	計資中心 (電腦軟、硬體、耗材、維護費用)	資產經營組 (財產登記)
保管證明或驗收人	單位主管						

經辦人	經辦單位主管或計畫主持人	總務長	主計室 審核	主計室主任	校長 或授權代簽人
		15萬元(含)以下經費之動支與核銷免會		1萬元(含)以下經費授權承辦人員核章。	15萬元(含)以下經費之動支與核銷授權系所或行政單位主管決行

憑 證 粘 貼 線 (憑證粘貼以十張為限)

說明：

1. 對不同工作計畫或用途別之原始憑證及發票請勿混合黏貼。
2. 單據黏貼時，請按憑證黏貼線由左至右對齊，面積大者在下，小者在上，由上而下黏貼整齊，每張發票之間距離約 0.5 公分，並以 10 張為限。
3. 經辦人與驗收人勿同為一人，經辦單位與驗收單位相同時，驗收單位主管欄免蓋章。
4. 購置單價一萬元以上之財產與一萬元以下之非耗品、特定消耗品(碳粉匣、墨水匣)，以及財產維修更換零件時，均應加會資產經營組辦理財物登記。
5. 購置電腦軟、硬體及耗材、維護費用需加會計資中心。
6. 凡集中採購案件均需加會採購組。
7. 「墊付人」必須為支出憑證上之相關人員，包括經辦人、驗收人、計畫主持人或單位主管。
8. 購置電腦周邊設備含耗材，請參見 [hz.email.nchu.edu.tw](mailto:hz.email.nchu.edu.tw)，是 否 危害國家資通安全產品。

<input type="checkbox"/> 墊付人(1萬元以下或已經核可)		<input type="checkbox"/> 匯撥廠商帳戶	
墊付員工姓名		廠商帳戶名稱	
<input type="checkbox"/> 員工代號		銀行分行名稱	
或 <input type="checkbox"/> 身分證號		帳 號	

本表單蒐集之個人資料，僅限於特定目的使用，非經當事人同意，絕不轉做其他用途，亦不會公佈任何資訊，並遵循本校資料保存與安全控管辦理。

# National Chung Hsing University Expense Reimbursement Form

Procurement Requesting Unit: \_\_\_\_\_

Voucher Number	Budget Account	Total Amount Paid (A)								Source of Funding (or Project Name)
		Ten million	Million	Hundred thousand	Ten thousand	Thousand	Hundred	Ten	NT\$	
										Description of Use
Withholding Tax (B)		Net Payment (A) - (B) (A) - (B)								

Inspection Unit		If you need to add a coordinating unit, please mark with V.	Procurement Division (Centralized procurement cases)	Occupational Safety and Health and Environmental Protection Center (Green procurement)	Library (Library collection)	Computer and Information Network Center (Computer software, hardware, consumables, and maintenance expenses)	Property Operation Management Division (Asset registration)
Proof of Custody or Inspector	Unit Head						

Case Officer	Unit Head or Principal Investigator	Vice President for General Affairs	Reviewed by Office of Accounting	Comptroller	President or Authorized Signatory
		Expenditure and reimbursements below NT\$150,000 (inclusive) do not require a coordinating unit.		The Case Officer is authorized to approve disbursement of NT\$10,000 or less.	Expenses and reimbursements of \$150,000 or less are to be authorized by the head of the department or administrative unit.

Receipt pasting line (up to 10 receipts)

**Notes:**

1. Please do not mix original vouchers and invoices for different work project or purposes when pasting.
2. When pasting receipts, please align them from left to right along the pasting line, with larger ones at the bottom and smaller ones at the top. Paste them neatly from top to bottom, with approximately 0.5 cm between each receipt, and a maximum of 10 receipts.
3. The case officer and the inspector should not be the same person. When the handling unit (of the case officer) is the same as the inspection unit, the stamping of the inspection unit head is exempted.
4. For assets of NT\$10,000 or more, non-consumables and specific consumables (toner cartridges, ink cartridges) below NT\$10,000, and part replacement for asset maintenance, the Property Operation Management Division must be added as a coordinating unit for asset registration.
5. For purchases of computer software, hardware, consumables, and maintenance expenses, the Computer and Information Network Center must be added as a coordinating unit.
6. For all centralized procurement cases, the Procurement Division must be added as a coordinating unit.
7. "The advance payer" must be the relevant personnel on the expense reimbursement form, including the case officer, inspector, Principal Investigator, or unit head".
8. For purchase of computer peripherals including consumables, please refer to [hz.email.nchu.edu.tw](mailto:hz.email.nchu.edu.tw).  
Does the product endanger national information security?  Yes  No

<input type="checkbox"/> <b>The advance payer (NT\$10,000 or below, or already approved)</b>		<input type="checkbox"/> <b>Remittance to Vendor Account</b>	
<b>Name of Advance Payer</b>		<b>Vendor Account Name</b>	
<input type="checkbox"/> <b>Employee No.</b>		<b>Bank Branch Name</b>	
<b>Or <input type="checkbox"/> National ID No.</b>		<b>Account</b>	

The personal information collected on this form is solely for specific use and will not be transferred for any other uses without the consent of the applicant. No information will be disclosed, and the data will be managed according to the data retention and security policies of the University.