

National Chung Hsing University Application for Accessing Accounting Vouchers

Application Date: ____/____/____ (MM/DD/YYYY)

Reason for Access		Project Number	
		Project Title	
Case Type (Notes 1 & 2)	<input type="checkbox"/> Access for assigned duties or supervising case <input type="checkbox"/> Access for non-assigned duties or non-supervising case		
Access Method (Notes 4 & 5)	<input type="checkbox"/> Viewing (limited to the voucher management area, not allowed to be brought out) <input type="checkbox"/> Photocopying (limited to the voucher management area, not allowed to be brought out) <input type="checkbox"/> Retrieval (original must be returned to commissioning/granting unit; attach supporting documents) <input type="checkbox"/> Others (please specify: _____)		
Voucher Access Details (add rows or attach appendix if needed)			
Fiscal Year	Voucher Date	Voucher Number	Summary of Voucher Content
Applying Unit	Department Name	Coordinating Unit for Review (Note 2)	Case Officer
	Applicant for Access		Unit Supervisor
	Contact Number	Office of Accounting	Case Officer
	Unit Supervisor		Director of Comptroller
Documents and Files Division (If already filed, the Documents and Files Division must be added as a coordinating unit.)		President or Authorized Signatory (Note 3)	
Records Manager			
Division Chief			
Accounting Voucher Manager		Signature of Applicant (upon receipt)	
Voucher Access Date		Voucher Refile Date	

Notes:

1. Access to and photocopying of accounting vouchers should be related to assigned duties. A letter of authorization is required if the applicant is delegated.
2. For non-assigned duties or non-supervising cases, prior approval from the responsible unit supervisor is required.
3. In accordance with the Regulations Governing the Storage, Access, and Destruction of Government Accounting Vouchers, the application for accessing accounting vouchers must be approved by the Director of Comptroller of the Office of Accounting after taking in consideration the reason for access, and the President (or authorized signatory).
4. When accessing the accounting vouchers, the applicant must ensure the integrity of the documents. Unless obtaining prior approval, the applicant is not allowed take without authorization, view, copy, annotate, alter, add to, damage, replace, disarrange or bring out the vouchers.
5. 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.