

1. Matters of attention on reimbursement requests:

- (1) Salaries, travel expenses, and advance payments on behalf of NCHU will be reimbursed by Chunghwa POST or SinoPac bank wire transfers.
- (2) Laws and regulations are on the NCHU website→Administrative Units→Office of Accounting webpage or with review staff.
- (3) Procurements over NT\$10,000 may only be made with invoice date after the requisition is approved. NCHU should pay vendors directly, but when advance payments (under NT\$100,000) are necessary, please fill out the NCHU *Application for Advance Payments of NT\$10,000–NT\$100,000* and only pay after approval by the President or their authorized signatory.
- (4) According to the *Government Procurement Act*:
 - a. Procurements exceeding **NT\$150,000** must be posted online.
 - b. NCHU units can decide their own procurements under **NT\$150,000**.
 - c. Refer to the Office of General Affairs Procurement Team—Scientific Research (engineering, equipment/item, and employment) Procurement Information for projects subsidized or commissioned by the government.