



# National Chung Hsing University

## Loan Application by Faculty and Staff

\_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY)

Applicant's Service Unit			
Name		Employee No.	
Job Title			
Loan Item	<input type="checkbox"/> Seminar <input type="checkbox"/> Overseas business trip <input type="checkbox"/> Degree examination loan (please attach a list of degree examination loans) <input type="checkbox"/> Remittance for overseas procurement settlement (procurement request and price negotiation record sheet are required) Settlement bank: _____ <input type="checkbox"/> Other _____		
Purpose of Loan or Project Description			
Source of Funding (Or Internal Project No.)	Loan Amount	Source of Funding (Or Internal Project No.)	Loan Amount
Total Loan	_____ dollar (in words)		
Expected Date of Repayment or Settlement	Before ____/____/____ (MM/DD/YYYY)		
IOU	The loan for the above IOU was received in full. This is to certify the borrower of the IOU.		
	Borrower:		(Stamp)

Unit Head or Principal  
Investigator

Office of Accounting

The Case Officer is authorized to approve disbursement of NT\$10,000 or less.

President or Authorized

Signatory

Expenditures and reimbursements up to and including \$150,000 are authorized to be approved by the head of the department or administrative unit.

Remarks:

- I. Please repay or settle all borrowings within three months.
- II. Procurement request is required for procurements of \$10,000 or more. Labor expenses, such as salaries and wages, should not be paid through prepaid expenses.
- III. When settling, please state "Funds were borrowed, please offset" in a prominent place on the voucher.
- IV. If the loan amount is deducted from the offsetting amount, please go to the Cashier Division to pay it back, and the receipt will indicate the original source of funding for the loan.