

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		
										用途說明	
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：

- 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。
- 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。
- 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。
- 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。
- 購置電腦軟、硬體及耗材、維護費用需加會計資中心。
- 凡集中採購案件均需加會採購組。
- 「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。
- 購置電腦周邊設備含耗材，請參見 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 Voucher Sticky Note

Purchase Request Unit : _____

Voucher Number	Budget Account	Total Amount Paid (A)								Funding Source (or Project Name)
		千 萬	百 萬	十 萬	萬	千	百	十	元	
										Description of Use
Withholding Tax (B)		Net Payment (A) - (B)								

Inspection Unit		If you need to add countersignature to the relevant unit, please press V.					
Proof of Custody or Inspector	Unit Supervisor		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)

Handler	Unit Supervisor or Project Leader	Vice President for General Affairs	Office of Accounting Review	Comptroller	President or Authorized Signatory
		Expenditure and verification of funds below NT\$150,000 (inclusive) are exempt from association.		Authorization for funds of NT\$10,000 or less (inclusive) requires approval and signature from the designated personnel.	Authorization for disbursement and verification of funds below NT\$150,000 (inclusive) is determined by the head of the department or administrative unit.

Voucher adhesive strip (Limit of ten documents per strip)

Explanation :

1. Please do not mix original vouchers and invoices for different work plans or purposes when adhering.
2. When pasting receipts, please align them from left to right along the adhesive strip, with larger ones at the bottom and smaller ones at the top. Paste them neatly from top to bottom, with approximately 0.5 centimeters of space between each invoice, and limit to 10 invoices.
3. The handler and the inspector should not be the same person. When the handling unit is the same as the inspection unit, the inspection unit supervisor's section is exempt from stamping.
4. Assets priced at ten thousand yuan or more, as well as non-consumables and specific consumables priced below ten thousand yuan (such as toner cartridges, ink cartridges), and when replacing parts for asset maintenance, should all be registered by the Property Operation Management Division.
5. Purchases of computer software, hardware, consumables, and maintenance expenses require countersignature from the Computer and Information Network Center.
6. All centralized procurement cases require countersignature from the Procurement Division.
7. "The proxy payer" must be the relevant personnel on the expenditure voucher, including the handler, inspector, project leader, or unit supervisor.
8. Purchase of computer peripherals including consumables, please refer to hz.email.nchu.edu.tw. ☐ Yes ☐ No Products that endanger national information security .

<input type="checkbox"/> The proxy payer (NT\$10,000 or below, or already approved)		<input type="checkbox"/> Remittance/Transfer to Vendor Account	
Employee's Name for Advance Payment		Vendor Account Name	
<input type="checkbox"/> Employee Code		Bank Branch Name	
Or <input type="checkbox"/> ID Number		Account Number	

The personal data collected in this form is solely for specific purposes and will not be used for any other purposes without the consent of the parties involved. No information will be disclosed, and it will be handled in accordance with the data retention and security control measures of the university.

