

# 國立中興大學

## 教職員工各項借支申請表

中華民國          年          月          日

申請人服務單位			
姓      名		員工代號	
職      稱			
借款項目	<input type="checkbox"/> 研討會 <input type="checkbox"/> 國外出差旅費 <input type="checkbox"/> 學位考試借支（請附學位考試借支清單） <input type="checkbox"/> 國外採購結匯款（需附核准之請購單及議價記錄表） 結匯銀行： _____ <input type="checkbox"/> 其他 _____		
借支用途 或項目說明			
經費來源 (或校內計畫編號)	借支金額	經費來源 (或校內計畫編號)	借支金額
借支總金額	新台幣(大寫)      佰      拾      萬      仟      佰      拾      元整		
預計歸還或 結報期限	中華民國          年          月          日 ( 以 前 )		
借      據	上項借款如數收到。此據 <div style="text-align: right;">借款入：                      (蓋章)</div>		

單位主管  
或計畫主持人

主計室

1萬元(含)以下經費授  
權承辦人員核章。

校      長  
或授權代簽人

十五萬元(含)以下經費  
的動支與核銷授權系所  
或行政單位主管核決

- 備註：一、各項借支請盡速於三個月內歸還或結報。  
 二、金額在一萬元以上之採購，應填請購單；薪資、工資等勞務支出， 不宜借支預付費用支付。  
 三、單據結報時，請在單據明顯處註明「款已借支，請沖帳」字樣。  
 四、借支金額扣除沖帳數之餘款，請至出納組辦理繳回，收據上註明原借支款經費來源。

# National Chung Hsing University

## Faculty and Staff Loan Request Form

ROC                      Year                      Month                      Day

Applicant's Service Unit			
Name		Staff Code	
Title			
Borrowing Items	<input type="checkbox"/> Seminars <input type="checkbox"/> Out-of-country travel <input type="checkbox"/> Degree Exam Loans (Please attach a list of Degree Exam Loans) <input type="checkbox"/> Overseas Purchase Remittance (Required to attach approved requisition and negotiation record sheet)  Settlement Bank : _____  <input type="checkbox"/> Other _____		
Purpose of Borrowing or project description			
Source of Funding (or school program number)	Amount of debit	Source of Funding (or school program number)	Amount of debit
Total Borrowings	NTD(Upper Case)                      dollars		
Estimated Return or Reporting Deadline	ROC                      Year                      Month                      Day ( before )		
evidence of deb	The above loan was received in full. This is to certify that  Borrower:                      (Stamp)		

Unit Supervisor  
Or Project Leader

Office of Accounting

Funds up to and including \$10,000 are authorized to be certified by the authorizing officer.

President  
Or Authorized S

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

Remarks:

- 1 、 Please return or report all borrowings within three months.
- 2 、 Purchases of \$10,000 or more should be made on requisitions. Labor expenses, such as salaries and wages, should not be paid through prepaid expenses.
- 3 、 When reporting documents, please state “Debit, Please Charge” in a prominent place on the documents.
- 4 、 If the debit amount is deducted from the offsetting amount, please go to the Cashier's Office to pay it back, and the receipt will indicate the source of funding for the debit amount.