

國立中興大學 1 萬元以上 10 萬元以下代墊款申請表

申請單位

聯絡電話 (分機):

代墊人		經費來源 (計畫代碼)	
代墊項目		代墊金額	NT\$:_____
代墊原因			
擬處意見	奉核後，請准予檢據報支，並撥還歸墊。		
代墊人	二級單位主管	主計室	校長或其授權代簽人
計畫主持人 (無則免)	一級單位主管		

附註：

- 代墊人應為本校教職員工。
- 依「政府支出憑證處理要點」第 3 點規定：各機關員工申請支付款項，應本誠信原則對所提出之支出憑證之支付事實真實性負責，如有不實應負相關責任。
- 依公庫法第 16 條規定，各機關辦理各項支付，依規定簽發公庫支票或以存帳入戶方式，直接付與受款人。復依「內部審核處理準則」第 21 條第 10 款規定，零用金以外之支付方式，以直接匯入受款人之金融機構存款帳戶為原則。另行政院主計處 87 年 8 月 31 日台 87 處三字第 07182 號函規定：「各機關對公款支付，除零用金外，應採劃撥轉帳方式處理。」因此，超過 1 萬元 (零用金限額) 之公款依規定應逕付廠商，若有特殊狀況，須由承辦人先行預借或墊付者，應專案簽准後辦理。
- 依規定單據金額逾 1 萬元應由本校逕付受款人，茲配合行政院主計總處落實簡化核銷及友善報支政策，暨考量本校運作實況需要，朝簡化行政流程，提升行政效能方向辦理核銷作業，爰除下列情形無須填列本表外，其他如因業務特殊需要須先行墊付，請填列本表併同 1 萬元以上請購案，奉校長或授權單位主管核准；並應於經費結報時於請購系統登錄 (含發票號碼) 及檢附本表，代墊款項由校方逕撥還代墊人。
 - 支付對象為政府機關單位
 - 國外論文發表相關費用 (如編修費、編稿費、潤稿費、翻譯費、發表費、刊登費等)
 - 國外研討會相關費用 (如註冊費、報名費等)
 - 國外學術機構之會費、年費
 - 國外交易習慣，有先行支付款項之需要
- 所有採購事項，請依本校採購程序辦理。

National Chung Hsing University Application for Advance Payment Reimbursement (for Amounts between NT\$10,000 and NT\$100,000)

Department:

Phone No. (Ext.):

Advance Payer		Sources of funds (Project Number)	
Advance Payment Item(s)		Amount	NT\$: _____
Reason for Making Advance			
Proposed Action:	Upon approval, please allow reimbursement upon submission of receipts, and arrange reimbursement to the applicant.		
Advance Payer	Head of Level 2 Department	Office of Accounting	President or Authorized Signatory
Principal Investigator (Leave blank if not applicable)	Head of Level 1 Department		

Notes:

1. The advance payer must be a faculty or staff member of the University.
2. Pursuant to Article 3 of the Management Guidelines for The Government Disposal of Expenditure Voucher, personnel of each agency applying for payments shall be responsible for the authenticity of the expenditure vouchers presented in accordance with the principle of good faith.
3. In accordance with Article 16 of the Government Treasury Act, each payment handled by the agency shall issue a government treasury check to pay directly to the payee by deposit to his/her/its account. Furthermore, Article 21, Subparagraph 10 of the Internal Auditing Regulations prescribes that, apart from petty cash, payments should primarily be remitted directly into the recipient's bank account. Additionally, as stated in the Directorate-General of Budget, Accounting and Statistics (DGBAS) Tai 87III Letter No. 07182 dated August 31, 1998, "Government agencies shall remit payments from public funds, except for petty cash disbursements." Therefore, payments from public funds exceeding NT\$10,000 (the petty cash limit) must, in principle, be paid directly to the vendor. In exceptional cases where the case officer must request an advance or make a

- temporary payment on behalf of the agency, prior special approval on a case-by-case basis is required.
4. In accordance with regulations, payments exceeding NT\$10,000 should be made directly to the payee by the University. However, to align with the Directorate-General of Budget, Accounting and Statistics' policy to simplify reimbursement procedures and promote user-friendly financial processes—and taking into account the University's operational needs—reimbursement procedures shall be handled with the aim of streamlining administrative processes and enhancing efficiency. Except for the specific situations listed below that do not require this form, if an advance payment is necessary due to special business needs, this form must be completed and submitted along with the procurement request (for items over NT\$10,000), and approved by the President or an authorized unit head. Upon final settlement of the expenses, the requestor must enter the relevant information (including invoice number) into the procurement system and attach this form. The reimbursable amount will then be directly remitted to the advance payer by the University.
 - (1) Payment is made to a government agency or institution.
 - (2) Expenses related to the publication of overseas academic papers (e.g., editing fees, manuscript preparation fees, proofreading fees, translation fees, presentation fees, and publication fees).
 - (3) Expenses related to overseas academic conferences (e.g., registration fees, application fees, etc.).
 - (4) Membership or annual fees for overseas academic institutions.
 - (5) Situations where advance payment is required due to customary international transaction practices.
 5. All procurement matters must be handled in accordance with the University's procurement procedures.