

國立成功大學暫付款申請單(參考範例)

NCKU Temporary Payment Application Form (Example)

申請日期：XXX 年 XX 月 XX 日

Date: _____(yyyy/mm/dd)

借款單位 Applicant Unit	主計室 Accounting Office	承辦人/ Contact Person/ 聯絡電話 Phone No.	李○○ ext. XXXXXX
會計編號 Accounting Code	HXXX-XXXX		
借款事由 Reasons	預借辦理○○研討會餐費 Payment for meal expenses for the Conference of ○○		
附註 Remarks (核准動支文件) (Approved Documents)	<input checked="" type="checkbox"/> XXX 年 XX 月 XX 日，專簽第 <u>XXXXXXXXXX</u> 號 _____(yyyy/mm/dd), no. XXXXXXXXXXXX <input type="checkbox"/> 請購單號(外購案等) requisition no. : <input type="checkbox"/> 其他 others :		
借款金額 Amount of Payment in Chinese Numerals	肆萬伍仟元整(NT: 45,000)		
預計轉正日 Date of Payment Verification and Write-off	XXX 年 XX 月 XX 日 _____(yyyy/mm/dd)		
受款人 Payee: 李○○ 帳號 Account Number: 郵局 XXXXXXXX-XXXXXXX (14 digits as showed on your post account book)			
暫付款會計科目 Temporary Payment Account (Subject)			
借 款 人 Payment Applicant	單 位 主 管 Chief Administrator	主 計 室 Accounting Office	校 長 或其授權代簽人 NCKU President or Authorized Signatory
			(若經專簽核准者， 授權一級單位主管 代核)

附註：校長欄位依本校分層負責表授權決行，借款金額15萬元(含)以下視經費授權二或三層決行，如系經費由系主任代決、院經費由院長代決、行政單位由一級主管代決。

Note: This application shall be signed for approval by NCKU president or the authorized signatory. An application for a temporary payment of no more than NT\$150,000 shall be signed for approval by the authorized signatory, on behalf of NCKU President, at the second or third highest level of administration. Accordingly, an application shall be signed for approval by department chair for a payment from the department budget, by college dean for a payment from the college budget, and by the first-level administrative supervisor for a payment from the administrative office budget.