

(參考範例) 國立成功大學代墊款申請表

NCKU Advance Payment Application Form **example**

申請日期：XXX 年 XX 月 XX 日

Date: _____(yyyy/mm/dd)

申請單位 Applicant Unit	BAS office	電話(分機) Phone No. (Ext.)	XXXXXX
代墊人 Payment Applicant	○○ Li	職稱 Position	Staff
經費來源 Source of Funding	Tuition Fee	會計編號 Accounting Code	RXXX-XXXX
代墊金額 Amount	新臺幣參萬零仟零佰零拾零元整 NT\$:		
特殊事由 Reasons	因業務臨時需要，至 3C 大賣場採購筆記型電腦一部，金額 3 萬元，廠商要求付款後方能交付統一發票及電腦，故先行代墊款項。		
代墊方式 Method of Payment	<input type="checkbox"/> 現金 Cash <input checked="" type="checkbox"/> 信用卡 Credit Card		
一、 本案所簽屬實，如有不實願負相關法律責任。 All information provided in this application is true. I agree that I shall be held legally responsible if untruthfulness is found.			
二、 請准予檢據報支並歸還代墊人上述款項。 Please approve this application for reimbursement of advance payment submitted by the applicant based on related expenditure vouchers.			
代墊人簽章(Signature of Payment Applicant): _____ ○ ○ Li			
申請人 Applicant	單位主管 Chief Administrator	主計室 BAS Office	校長 或其授權代簽人 NCKU President or Authorized Signatory

附註(Notes)：

- 1、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。

According to Rule No.3 of the *Management Guidelines for The Disposal of Expenditure Vouchers* (支出憑證處理要點), government employees shall be responsible for the authenticity of expenditure vouchers, submitted on the basis of sincerity and trust, and for the truthfulness of the actual expenditure in their application for the payment. Applicants shall be held liable should any untruthfulness be found.

- 2、依中央政府各機關專戶管理辦法第 9 條及公庫法第 16 條規定，各機關專戶存管之款項發生支付時，應依規定簽發公庫支票或以存帳入戶方式，直接付與該專戶存管款項之合法受款人。另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。

According to Article 9 of *Regulations on the Management of the Central Government Agency Account* and Article 16 of *Government Treasury Act*, a government organ handling a payment from its agency account shall issue a government treasury check to the designated payee of the organ, or make a payment transfer by deposit to his/her/its account. Meanwhile, according to Subparagraph 21 under Article 21 of *Internal Auditing Regulations*, for the payment of all expenditures except petty cash, it may make a payment transfer by deposit to the account of the designated payee of the organ.

3、配合本校採購作業規定單位主管核定金額，單據金額逾 1.5 萬元應由本校逕付收款人，除下列情形無須填寫本表外，其他如因業務特殊需要須先行墊付，請填本表併同 1.5 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經費系統登錄及檢附本表，代墊款項由校方逕撥還墊款人。

- (1)向公家機關採購之代墊案。
- (2)國外論文發表費。
- (3)國內、國外研討會報名費、註冊費。
- (4)國外資料檢索費。
- (5)演講費、生活費、鐘點費等以綜合所得收據核銷者及國外專家學者機票費。
- (6)學位考試教師審查費、交通費及雜費。
- (7)網路購物。
- (8)國外廠商直購。
- (9)論文編修費。

According to NCKU regulations, a payment of more than NT\$15,000 shall be made directly by the university to the payee. Should the need arise for an advance payment, please submit this application form with the intended procurement project for approval by the NCKU president or authorized chief administrators. Upon completion of the project, applicants shall log in the budget system to submit a final accounting report with this approved form for reimbursement. Applications for prior approval of advance payment of more than NT\$15,000 shall be exempted under the following conditions:

- (1) Advance payments for procurements made to government agencies
- (2) Payments for international journal paper publication/conference presentation fees
- (3) Payments for domestic or international conference registration fees
- (4) Payments for overseas data retrieval expenses.
- (5) Payments for speech fees, living expenses and hourly fare to be written-off with NCKU Individual Income Tax Receipt, and for airfare of international specialists or scholars.
- (6) Payments for review, transportation and miscellaneous fees designated for degree examinations.
- (7) Online procurement
- (8) Direct procurement from overseas suppliers
- (9) Academic proofreading and editing expenses

4、單位主管係依經費來源判定；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。逾 15 萬元者，由校長核准，維持一定內控機制。

This application shall be signed for approval by the NCKU president or unit chief administrators based on source of funding within an internal budget control mechanism. An application for a payment of no more than NT\$150,000 shall be signed for final approval by unit chief administrators, on behalf of the NCKU president, at the second or third highest level of administration. Accordingly, an application shall be signed for final approval by the department chair for a payment from the department budget, by the college dean for a payment from the college budget, and by the first-level administrative supervisor for a payment from the administrative office budget. An application for a payment of more than NT\$150,000 shall be signed for final approval by the NCKU president.

5、所有採購事項，請依本校採購程序辦理，應辦理招標作業者不得代墊。

All procurements shall be administered in accordance with NCKU procurement procedures.