

National Central University Advance or Exchange Department

Budget Application Form

As required for business, we ask the Accounting Department to advance or exchange the following funds.

Submission to
Accounting Office

Unit: NT\$

E x p e n s e (P a y m e n t)	Unit	Fund Usage Item	Annual Available Amount	Estimated Expense Amount	Budget after Payment
	Total				
	Handled by		Unit Supervisor		Extension No.:
R e c e i p t (R e c e p t i o n)	Unit	Fund Usage Item	Annual Available Amount	Extimated Reception Amount	Budget after Reception
	Total				
	Handled by		Unit Supervisor		Extension No.:

- Notes:
- 1.** Each unit shall submit expense/receipt application for approval by payment/reception unit based on business report and forward the form to the accounting department; In case of cross-unit budget exchange, it should be signed by both parties and forwarded to accounting department.
 - 2.** In case of department budget exchange with the university, please submit application for approval together with this form.
 - 3.** For simplification and consistency, funds are released on the 15th day of each month.