

# National Central University Advance or Exchange Management Fee or Balance Settlement 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<br>x<br>p<br>e<br>n<br>s<br>e<br><br>(<br>P<br>a<br>y<br>m<br>e<br>n<br>t<br>)           | Unit       | Project Serial No. | Disposable Balance | Estimated Expense Amount   | Balance after Advance   |
|  |            |                    |                    |                            |                         |
|  |            |                    |                    |                            |                         |
|  |            |                    |                    |                            |                         |
|  | Total      |                    |                    |                            |                         |
|  | Handled by | Unit Supervisor    |                    | Extension No.:             |                         |
|  |            |                    |                    |                            |                         |
| R<br>e<br>c<br>e<br>i<br>p<br>t<br><br>(<br>R<br>e<br>c<br>e<br>p<br>t<br>i<br>o<br>n<br>) | Unit       | Project Serial No. | Disposable Balance | Extimated Reception Amount | Balance after Reception |
|  |            |                    |                    |                            |                         |
|  |            |                    |                    |                            |                         |
|  |            |                    |                    |                            |                         |
|  | total      |                    |                    |                            |                         |
|  | Handled by | Unit Supervisor    |                    | Extension No.:             |                         |
|  |            |                    |                    |                            |                         |
| R<br>e<br>a<br>s<br>o<br>n   |            |                    |                    |                            |                         |

Year    Month    Date

- 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 budget exchange with the university, please submit application for approval together with this form.