

National Central University Budget Expense Borrow Application Form

Version April 2020

Web Purchase Requisition System Purchase Requisition Numbers	Budget Item	Project Serial No. and Project Name		Amount
		Fund Usage		NT\$

Borrow Amount	NT\$			
Reason for Borrow (details)				
Payee (check made out to:)				
Reimbursement Manner				
Estimated Reimbursement Time	Before	Year	Month	Date
Applicant Unit		Applicant and Extension No.		
Project Organizer		Accounting Office		
Level-2 Executive				
Level-1 Executive		President (or authorized person)		
Received: NT\$ _____ In witness hereof Borrower: _____ Date: _____				

Note:

1. Each unit should try to avoid cash borrow. In case of need, the borrow shall be limited to approved budget (program), contract or project.
2. Cash borrow is limited to payment of routine water bill, electricity bill, telephone bill, postage, tax, administrative charge, insurance, pension, labor pension reserve, domestic or overseas travel expense, domestic seminar sign-up or registration fee, thesis editing fee, journal submission (publication) fee, membership fee, per diem and air tickets for foreign experts and scholars visiting Taiwan, overseas procurement project, instrument usage fee by non-for-profit organization (including authorities and schools), emergency aide, IRB review fee or expense below \$100,000. Other items are subject to applications for approval together with the cash borrow application.
3. Cash borrow during the year shall be settled as soon as possible after proof of payment is received. Cash borrow before the end of the year should be settled before the end of the year. The handling staff are responsible for timely settlement. In case of settlement delay, the unit executive shall be jointly liable.
4. Borrowers are limited to officially staff, contracted staff and project assistants.