

Fund Verification Procedure for 2014 Academic Year

Date	2015-05-25 11:15:32	Announcement unit	Office of Accounting	Type	Administrative Affairs
Content					
★★ 【Announcement】 Fund Verification Procedure for 2014 Academic Year★★					
Please follow the instruction below within deadline for all expenditure-related document of the 2014 Academic Year (2014.08.01~2015.07.31) subjected to annual account.					
Type		Application Login Deadline	Verification Login Deadline	Deadline for Receiving Verification Document	
Type 1 【Current Expenditure】	1.Funds for each unit and department	2015.06.30	2015.07.15	Before 2015.08.05	
	2. Projects closed on 2015.07.31				
For all invoice or receipt dated before 2015.07.31: Please submit to Office of Accounting by 2015.08.05. Documents received after the deadline will not be considered.					
Type 2 【Capital Expenditure】	1.Funds for each unit and department	2015.04.30	2015.06.30	Before 2015.08.05	
	2. Projects closed on 2015.07.31				
All invoice or receipt for verification shall be dated before 2015.07.31 All property inspection procedure and related forms by property management division shall be completed by 2015.07.31					

	All document shall be submitted to Office of Accounting; overdue documents will not be considered.
<p style="text-align: center;">Notice</p>	<p>In accordance to the Procurement Act of General Affairs Department, application and verification procedures for Current Expenditure shall be completed at least one month and two weeks prior deadline, respectively. General Services Procurement</p> <p>In accordance to the Procurement Act of General Affairs Department, application and verification procedures for Capital Expenditure shall be completed at least three months and one month prior deadline, respectively.</p> <p>Personal Income Tax: Payment data related to Personal Income Tax shall be submitted to Office of Accounting by 2015.07.31 for further declaration procedure.</p> <p>For research projects contract expire after 2015.07.31.</p> <ul style="list-style-type: none"> ● All receipts dated before 07.31 shall follow the above deadline for verification procedure. ● For receipts dated before 07.31 that are unable to follow the above deadline for verification procedure shall contact vendor to change the date to after 2015.08.01 prior verification procedure. <p>Deadlines specified above do not include application for travel expense. Verification document for travel expense shall be submitted to Office of Accounting by 2015. 08.05.</p>
Attachment	No attachment