

NATIONAL TAIWAN UNIVERSITY
Cancellation Application for Cases with
Incomplete Property/Item Billing Procedures

(same as Expenditure Voucher Attachment Form) Label number of Property/Item Addition Form to be voided	Applying Unit:	(applicant must be user (custodian), property manager, or person in charge) Applicant: Contact No.:
Reason for Cancellation and Handling Procedures (Note: If the revisions to the Property/Items Addition Form were made directly on the original form without reprints, it is not necessary to submit this cancellation application.)	<input type="checkbox"/> 1. No longer purchasing, no need for billing ★Please return the original copy and label of the 4 th and 5 th Copies of Property/Item Addition Form (if unable to do so, please explain in detail). ★If the property is an item or consumable and thus without the 4 th and 5 th Copies, please return the original copy of the Expenditure Voucher Attachment Form (if you have lost the original copy, please check no. 1 in the Affidavit Column below).	
	<input type="checkbox"/> 2. Property/Item Addition Form re-billed with the same form number ; the original form must be invalidated due to duplicate form numbers . Reason for duplication: _____ ★Please return the original 4 th and 5 th Copies of the Property/Item Addition Form. ★If the property is an item or consumable and thus without the 4 th and 5 th Copies, please return the original copy of the Expenditure Voucher Attachment Form (if you have lost the original copy, please check no. 1 in the Affidavit Column below) (if unable to return the Expenditure Voucher Attachment Form due to using the original copy for this billing, please check no. 2 in the Affidavit Column below).	
	<input type="checkbox"/> 3. Re-billed due to reprinting the Property/Item Addition Form with the same form number ; the reprinted form must be voided due to duplicate form numbers . Reason for reprinting: _____ _____ ★Please return the original 4 th and 5 th Copies of the reprinted Property/Item Addition Form. ★If the property is an item or consumable and thus without the 4 th and 5 th Copies, please return the original copy of the Expenditure Voucher Attachment Form (if you have lost the original copy, please check no. 1 in the Affidavit Column below) (if unable to return the Expenditure Voucher Attachment Form due to using the original copy for this billing, please check no. 2 in the Affidavit Column below).	
	<input type="checkbox"/> 4. Re-billed due to adding another Property/Item Addition Form with a new form number ; the original form must be voided. Reason for adding another Form with new form number : _____ _____ ★Please return the original 4 th and 5 th Copies of the Property/Item Addition Form. ★If the property is an item or consumable and thus without 4 th and 5 th Copies, please return the original copy of the Expenditure Voucher Attachment Form (if you have lost the original copy, please check no. 1 in the Affidavit Column below).	
	<input type="checkbox"/> 5. Re-billed due to adding another Property/Item Addition Form with a new form number and intend to be billed with the original form; the new form must be voided. Reason for adding another Form with new form number : _____ _____ ★Please return the original 4 th and 5 th Copies of the newly added Property/Item Addition Form. ★If the property is an item or consumable and thus without the 4 th and 5 th Copies, please return the original copy of the Expenditure Voucher Attachment Form (if you have lost the original copy, please check no. 1 in the Affidavit Column below).	



<p>Affidavit Column</p> <p>(Please select no. 1 or 2 according to the actual situation, and submit to your Unit Head to apply the official seal.)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 1. The 4th and 5th Copies of the Property/Item Addition Form or the Expenditure Voucher Attachment Form for this case has been lost or disposed of, and thus haven't been billed and will not be double-billed. <input type="checkbox"/> 2. The original copy of the Expenditure Voucher Attachment Form is used for re-billing and thus cannot be returned, has not been billed, and will not be doubled-billed (the property is an item or a NTU registered consumable and thus without the 4th and 5th Copies of the Property/Item Addition Form). <input type="checkbox"/> 3. The form number of the original copy of the Expenditure Voucher Attachment Form was revised (or re-attached) specifically for re-billing, and thus cannot be returned, and will not be double-billed. <p style="text-align: center;"> Signature or Seal of Applicant: _____ Signature or Seal of Unit Head: _____ </p>
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The following is to be filled out by the Property Management Division:

Property Management Division	<p>Review Results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Applicant has returned the 4th and 5th Copies of the Property/Item Addition Form or the Expenditure Voucher Attachment Form, and thus case cancellation can be processed. <input type="checkbox"/> 2. Applicant has not returned the 4th and 5th Copies of the Property/Item Addition Form or the Expenditure Voucher Attachment Form. According to a search of the NTU Accounting System on _____ (yyyy/mm/dd/hh:mm), the Expenditure Voucher Attachment Form submitted for voiding involves one of the following circumstances, and case cancellation can be processed: <ul style="list-style-type: none"> <input type="checkbox"/> A. Not submitted or returned to applicant <input type="checkbox"/> B. Not recorded in accounting documents; already returned to applicant <input type="checkbox"/> C. Currently under review by the Accounting Office; not returned to applicant <input type="checkbox"/> 3. Applicant did not return the 4th and 5th Copies of the List of Added Property/Items or the Expenditure Voucher Attachment Form. According to a search of the NTU Accounting System on _____ (yyyy/mm/dd/hh:mm), the Expenditure Voucher Attachment Form to be voided has already been recorded in accounting documents: <ul style="list-style-type: none"> <input type="checkbox"/> Unable to process case cancellation <input type="checkbox"/> Applicant insists on processing case cancellation. The applying unit has provided a photocopy of the Expenditure Voucher Attachment Form recorded in accounting documents along with a billing statement for review; case cancellation can be processed. <input type="checkbox"/> 4. Other special circumstances: _____ 	Seal of Property Management Division
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