國立臺灣大學

NATIONAL TAIWAN UNIVERSITY

未完成財物報帳程序撤案申請單

Cancellation Application for Cases with Incomplete Property/Item Billing Procedures

	as Expenditure Vouch E廢之財產/物	出憑證黏存單同號) as Expenditure Voucher Attachment Form) 一廢之財產/物品增加單號碼 el number of Property/Item	申請單位: Applying Unit:	(申請人得為使用人、管理人、經辨人) (applicant must be user (custodian), property manager, or person in charge) 申請人簽章 Applicant:
Addition Form to be voided 聯絡電話 Contact No.:	ition Form to l	tion Form to be voided		聯絡電話 Contact No.:
 撤案原因及 辦理方式 Reason for Cancellation and Handling *清微回現点(物品類か鼻34、5 期正本、標義。 (如構義魚法縦回、靖微明原因) Procedures (註: 若無重新列印局號碼>2,增加單面對加單面對 (註: 若無重新利用印) *清微回現点(物品類が見) (註: 若無重新利用印) *清微回現点(物品類が見) (註: 若無重新利用印) *清微回点点(物品及熱(新雨泉4、5) 翻正, (方正本道史、靖か下方切結網句第1項) (註: 若無重新利用印) *清微回点点(小面上) *清微回点(小面上) *清微回点(小面上) *清微回点(小面上) *** *** ** 	案原因及 理方式 ason for ncellation Handling ocedures 若無重新列 b單,而在原 單上修改,則 使用本撤案 :: If the ons to the erty/Items tion Form made directly e original without nts, it is not sary to submit ancellation cation.)	 素原因及 理方式 ason for cellation Handling ocedures 若無重新列 op單,而在原 上修改,則 使用本撤案 If the ons to the rty/Items ion Form made directly e original without ts, it is not sary to submit incellation ation.) No longer purcha * 請繳回財產/物品增加單 (如標籤無法繳回,請給 Please return the original unable to do so, please ex * 若屬物品或耗材類而無 (若正本遺失,請於下方 If the property is an item original copy of the Exp (方如 has a 或毛材類而無 結欄勾第 1 項) If the property is an item original copy of the Exp (if you have lost the original copy of the Exp (if you have lost the original copy of the Exp (if wable to return the original * 若屬物品或耗材類而無 結欄勾第 1 項) If the property is an item original copy of the Exp (if wable to return the original * 若屬物品或耗材類而無 結欄勾第 1 項) If the property is an item original copy of the Exp (if wable to return the	sing, no need for billing 第4、5聯正本、標籤。 (明原因) copy and label of the 4 th and 5 th Cop cplain in detail). 第4、5聯者,則請繳回支出憑證都 切結欄勾第1項) or consumable and thus without the enditure Voucher Attachment Form (i vit Column below). 同號碼之增加單重新報帳 印增加單原因: ddition Form re-billed witt n must be invalidated due lication: 單第4、5聯正本 4 th and 5 th Copies of the Property/Ite 第4、5聯者,則請繳回支出憑證都 or consumable and thus without the enditure Voucher Attachment Form inal copy, please check no. 1 in the A autom 無法繳回黏存單,請於下方t xpenditure Voucher Attachment Form 2 in the Affidavit Column below). 司號碼之增加單重新報帳 。重印增加單原因: reprinting the Property/Ite ber; the reprinted form mu Reason for reprinting: 增加單第4、5聯正本 4 th and 5 th Copies of the reprinted Pr 第4、5聯者,則請繳回支出憑證都 or consumable and thus without the inditure Voucher Attachment Form 2 in the Affidavit Column below). 司號碼之增加單重新報帳 on 重印增加單原因: reprinting the Property/Ite ber; the reprinted form mu Reason for reprinting: 增加單第4、5聯正本 4 th and 5 th Copies of the reprinted Pr 第4、5聯者,則請繳回支出憑證都 or consumable and thus without the inditure Voucher Attachment Form (iv it Column below) autom and full 5 th Copies of the reprinted Pr 第4、5聯者,則請繳回支出憑證都	bies of Property/Item Addition Form (if 點存單正本。 4^{th} and 5^{th} Copies, please return the if you have lost the original copy, please $\overline{\xi}$, 原財產/物品增加單因重 The the same form number.; to duplicate form numbers. em Addition Form. 點存單正本(若正本遺失,請於下方切 4^{th} and 5^{th} Copies, please return the ffidavit Column below) 动結欄勾第2項) a due to using the original copy for this $\overline{\xi}$, 重印的財產/物品增加單 em Addition Form with the st be voided due to duplicate roperty/Item Addition Form. 點存單正本(若正本遺失,請於下方切 4^{th} and 5^{th} Copies, please return the ftidavit Addition Form. 點存單正本(若正本遺失,請於下方切 4^{th} and 5^{th} Copies, please return the fyou have lost the original copy, please π addia 第2項)

	□4.本案因另新增不同號碼之增加單重新報帳, 原 財產/物品增加單				
	作廢。新增不同號碼增加單原因:				
	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:				
	 ★請繳回原財產/物品增加單第4、5聯正本 Please return the original 4th and 5th Copies of the Property/Item Addition Form. ★若屬物品或耗材類而無第4、5聯者,則請繳回支出憑證黏存單正本(若正本遺失,請於下方切結欄勾第1項) If the property is an item or consumable and thus without 4th and 5th Copies, please return the original 				
		Form (if you have lost the original copy, please check			
	□5.本案因另新增不同號碼之增	加單重新報帳,擬以原財產/物品增加			
	單報帳,新增的財產/物品增 因:	加單須作廢。新增不同號碼增加單原			
	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.:				
	 ★請繳回新增的財產/物品增加單第4、5 聯」 	Е 本			
		the newly added Property/Item Addition Form.			
	★若屬物品或耗材類而無第4、5聯者,則請繳回支出憑證黏存單正本				
	(若正本遺失,請於下方切結欄勾第1項) If the property is an item or consumable and	thus without the 4 th and 5 th Copies, please return the			
		achment Form (if you have lost the original copy, please			
	□1.本案財產增加單第4、5 聯 帳,不會重複報帳。	这支出黏存單已遺失(或銷毀),確未出			
切結欄		roperty/Item Addition Form or the			
Affidavit	_	ent Form for this case has been lost or			
Column	-	been billed and will not be double-billed.			
Column	□2.本案延用原支出黏存單重新報帳,故無法繳回,確未出帳,不會				
(請依個案實際情	重複報帳。(物品或列管性耗材	無第4.5聯)			
形勾選1或2,並	The original copy of the Expenditure Voucher Attachment Form is				
送單位主管簽章) (Please select no. 1	used for re-billing and thus cannot be returned, has not been billed,				
or 2 according to	and will not be doubled-billed (the property is an item or a NTU				
the actual situation,	registered consumable and thus without the 4 th and 5 th Copies of the				
and submit to your Unit Head to apply	Property/Item Addition Form).				
the official seal.)	□3.本案正本僅修改(黏貼)黏存單號碼後繼續報帳,故無法繳回,不				
	會重複報帳。 The forme number of the origin	al a new of the Exercise ditare Verschar			
		al 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.				
	oming, and thus cannot be retained, and will not be double-blied.				
	申請人簽章:	單位主管簽章:			
	Signature or	Signature or			
	Seal of Applicant:	Seal of Unit Head:			

The following is to be filled out by the Property Management Division:

		審核結果:	保管組核章
	Review Results:		
		□1.已繳回財產增加單第4、5 聯或支出憑證黏存單,可辦理撤 ~	Seal of
	案。	Property	
	Applicant has returned the 4 th and 5 th Copies of the Preparty/Item Addition Form on the Exponditure Voucher	Management	
		Property/Item Addition Form or the Expenditure Voucher Attachment Form, and thus case cancellation can be processed.	Division
		□ 2.未繳回財產增加單第4、5聯或支出憑證黏存單,經	Division
		□ 2. 不敬日州崖省加丰帛 = 5 娜或又山心超船行丰 至 年月日時分查詢本校帳務系統,本案擬作廢	
		的支出黏存單為以下 ABC 情形之一,可辦理撤案。	
		Applicant has not returned the 4 th and 5 th 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:	
	5	□ A.尚未送件或退件。	
Prc	保	Not submitted or returned to applicant	
pe		□ B.未開立傳票並已退件。 Not recorded in accounting documents: already	
rty		Not recorded in accounting documents; already returned to applicant	
Property Management Division		\square C.主計室審核中、未退件。	
ana		Currently under review by the Accounting Office; not	
låGi	管	returned to applicant	
me		□3. 未繳回財產增加單第4、5 聯或支出憑證黏存單,經	
nt J		年月時分查詢本校帳務系統,本案擬作	
Div		廢的支出黏存單已開立傳票:	
isi		Applicant did not return the 4 th and 5 th Copies of the List of	
on	組	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:	
		□ 不可辨理撤案。	
	Unable to process case cancellation		
		□ 申請人仍要辦理撤案,申請單位已提供已開立傳票之	
		黏存單影本及出帳明細審核,可辦理撤案。	
		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.	
		review, ease cancentation can be processed.	
		□4. 其他特殊情況:	
		Other special circumstances:	
			1