

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

<p>(與支出憑證黏存單同號) (same as Expenditure Voucher Attachment Form) 擬作廢之財產/物品增加單號碼 Label number of Property/Item Addition Form to be voided</p>	<p>申請單位： Applying Unit:</p>	<p>(申請人得為使用人、管理人、經辦人) (applicant must be user (custodian), property manager, or person in charge) 申請人簽章 Applicant: 聯絡電話 Contact No.:</p>
<p>撤案原因及 辦理方式 Reason for Cancellation and Handling Procedures</p> <p>(註：若無重新列 印增加單，而在原 增加單上修改，則 無須使用本撤案 單) (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.)</p>	<div style="text-align: right; border: 1px dashed gray; padding: 5px; width: fit-content; margin: 0 auto;">Stick Label</div> <p><input type="checkbox"/> 1. 因故不買，不再報帳。 No longer purchasing, no need for billing</p> <p>★請繳回財產/物品增加單第 4、5 聯正本、標籤。 (如標籤無法繳回，請敘明原因) Please return the original copy and label of the 4th and 5th Copies of Property/Item Addition Form (if unable to do so, please explain in detail).</p> <p>★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 4th and 5th 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> <p><input type="checkbox"/> 2. 本案因再列印同號碼之增加單重新報帳，原財產/物品增加單因重號須作廢。重印增加單原因：_____</p> <p>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: _____</p> <p>★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.</p> <p>★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 4th and 5th 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> <p>(若延用原支出黏存單報帳而無法繳回黏存單，請於下方切結欄勾第 2 項) (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).</p> <p><input type="checkbox"/> 3. 本案因再列印同號碼之增加單重新報帳，重印的財產/物品增加單因重號須作廢。重印增加單原因：_____</p> <p>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: _____</p> <p>★請繳回重印的財產/物品增加單第 4、5 聯正本 Please return the original 4th and 5th Copies of the reprinted Property/Item Addition Form.</p> <p>★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 4th and 5th 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> <p>(若延用原支出黏存單報帳而無法繳回黏存單，請於下方切結欄勾第 2 項) (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).</p>	

4. 本案因另新增不同號碼之增加單重新報帳，原財產/物品增加單須作廢。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 copy of the Expenditure Voucher Attachment Form (if you have lost the original copy, please check no. 1 in the Affidavit Column below).

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/物品增加單須作廢。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 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聯正本

Please return the original 4th and 5th Copies of 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 4th and 5th 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).

切結欄
Affidavit
Column

(請依個案實際情形勾選1或2，並送單位主管簽章)
(Please select no. 1 or 2 according to the actual situation, and submit to your Unit Head to apply the official seal.)

1. 本案財產增加單第4、5聯或支出黏存單已遺失(或銷毀)，確未出帳，不會重複報帳。

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.

2. 本案延用原支出黏存單重新報帳，故無法繳回，確未出帳，不會重複報帳。(物品或列管性耗材無第4.5聯)

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 double-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).

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 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.

申請人簽章：

Signature or

Seal of Applicant: _____

單位主管簽章：

Signature or

Seal of Unit Head: _____

以下由保管組填寫

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

Property Management Division 保管組	<p>審核結果： Review Results:</p> <p><input type="checkbox"/> 1. 已繳回財產增加單第 4、5 聯或支出憑證黏存單，可辦理撤案。 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.</p> <p><input type="checkbox"/> 2. 未繳回財產增加單第 4、5 聯或支出憑證黏存單，經 ____ 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 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:</p> <p><input type="checkbox"/> A. 尚未送件或退件。 Not submitted or returned to applicant</p> <p><input type="checkbox"/> B. 未開立傳票並已退件。 Not recorded in accounting documents; already returned to applicant</p> <p><input type="checkbox"/> C. 主計室審核中、未退件。 Currently under review by the Accounting Office; not returned to applicant</p> <p><input type="checkbox"/> 3. 未繳回財產增加單第 4、5 聯或支出憑證黏存單，經 ____ 年 ____ 月 ____ 日 ____ 時 ____ 分查詢本校帳務系統，本案擬作廢的支出黏存單已開立傳票： 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:</p> <p><input type="checkbox"/> 不可辦理撤案。 Unable to process case cancellation</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 4. 其他特殊情況： Other special circumstances: _____</p>	保管組核章 Seal of Property Management Division
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