

Regulations Governing the Cash Advances and Reconciliation

Yuan Ze University

Approved at the 16th Administrative Meeting, 1991 Academic Year dated January 27, 1992

Article 1: These regulations are established to regulate the cash advances by YZU faculty and staff for the purpose of carrying out official duties.

Article 2: Cash advances by YZU faculty and staff are limited to the needs of official duties and shall be governed by the following provisions:

1. For the purchase of school property or construction expenses, approval must be obtained from the Board of Directors or the Joint Procurement Center.
2. For expenses such as travel expenses for members of the Board of Directors, advisory committee members, honorarium of various departments, and faculty review fees, etc. The recipients shall be the payees on the checks.
3. In case of foreign exchange settlements, the Finance and Property Management Section shall be responsible for relevant procedures.
4. In case of advance payment before obtaining the receipts, approval documents from the President must be attached.

Article 3: For cash advances under Two Thousand New Taiwan Dollars(NTD 2,000), please make payment through petty cash and apply for reimbursement with receipts.

Article 4: For cash advance application, a two-part loan form must be completed, specifying the purpose of the loan and the source of funds (project number, account, or other funding source name). After approval by the General Accounting Office and the President, the General Accounting Office shall prepare relevant vouchers and the Finance and Property Management Section shall make payment.

Article 5: The applicant shall submit relevant vouchers, receipts, invoices, and purchase orders to the General Accounting Office for write-off within one month after the completion of the official duty. After approval by the President, the second part of the loan form shall be returned to the loaner.

Article 6: In case of the write-off fails to complete before the due date, the applicant shall inform the General Accounting Office and apply for an extension. The extension is limited to one time only.

Article 7: In case of the cash advance period expires and the applicant fails to submit offsetting documents, the General Accounting Office shall file a report and seek approval.

Article 8: These regulations shall be approved by the Administrative Council and implemented upon approval by the President. Amendments shall follow the same procedure.