資本門及經常門新台幣壹萬元以上採購作業流程

Purchasing Procedure Flowchart for Operating Expenses Purchases over NT$10,000

編列預算之請購
Applications to Purchase Approved Budget Items.

依經費預算審查會議通過後之額度

For items priced at the level approved by the Budget Review Committee.

核准專案
Purchase for Approved Special Cases.

未編列入年度預算項目

For items not originally included in the current year's budget.

↓

填寫請購單　Complete Purchasing Form

1. 使用單位主管核准
   Chief/director of applying unit must sign approval.
2. 會簽有關單位
   Form must be forwarded to relevant units for review and approval.

↓

詢價　Purchase

承辦人洽廠商議價、比價

Responsible staff member requests vendor(s) to give estimates, compares prices.

↓

呈核　Approval

1. 輸入議、比價後之電腦資料呈核
   Enter price estimates and comparison data into the e-document for approval.
2. 核准後通知廠商進貨
   Upon approval, request vendor to deliver goods.

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驗收　Check Receivables

貨到後知會使用單位、保管、稽核等有關單位驗收

Upon receipt of goods, Ordering unit, Inventory Control Section and Auditor will be notified to check the goods before signing to officially receive them.

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結案　Complete Case

將驗收無誤之採購案件（請購單、驗收單、收據或發票）送財務處核銷

Once the inspection is completed and no problem is found, please submit the purchasing documents for this case (purchasing form, invoice or receipt) to Controller's Office for processing reimbursement/payment.

經常門新台幣壹萬元（含）以下採購作業流程

For Operating Expenses Purchases of NT$10,000 and under

編列預算之請購

Applications to Purchase Approved Budget Items.

依經費預算審查會議通過後之額度

For items priced at the level approved by the Budget Review Committee.

核准專案

Purchase for Approved Special Cases.

未編列入年度預算項目

For items not originally included in the current year's budget.

↓

填寫請購單　Complete Purchasing Form

1. 使用單位主管核准

   Chief/director of applying unit must sign approval.

2. 會簽有關單位

   Form must be forwarded to relevant units for review and approval.

↓

詢價　Purchase

承辦人洽廠商議價、比價

Responsible staff member requests vendor(s) to give estimates, compares prices.

↓

結案　Complete Case

承辦人將驗收無誤之採購案件（請購單、收據或發票）送財務處核銷

Responsible staff member confirms that purchasing documents for this case are in order (purchasing form, invoice or receipt) and forwards to controller's Office for processing reimbursement/payment.