

國立中興大學新進教師教學及研究經費補助

NATIONAL CHUNG HSING UNIVERSITY

Teaching/Research Subsidy Application

經費流用暨設備變更申請表

Fund utilization and equipment change Application Form

申請日期： 年 月 日

Application Date: Year Month Day

申請單位 Applying Unit		申請人 Applicant Name	
核定編號： Approval Number			
<input type="checkbox"/> 經費流用 Funds flow			
核定項目 Approved Items	原核定金額 Original approved Amount	增減數金額 Amount of increase or decrease	變更後金額 Revised Amount
業務費 Operating Expenses			
設備費 Equipment Expenses			
變更原因 Reason for Change			
<input type="checkbox"/> 設備品項變更 Changes to Equipment Items			
原核定 Original approval		變更後 After changes	
設備名稱 Equipment Name	金額 Amount	設備名稱 Equipment Name	金額 Amount
變更原因 Reason for change			

**注意事項 Notes :**

1. 申請經費項目流用：實際核定變更結果須視本項補助當年度業務費及設備費之狀況調整，且流用申請以1次為原則。
2. 申請變更請檢附原核定補助表。
3. 申請核准後始得變更，申請表正本請計畫主持人自行留存。
4. 請購核銷時須檢附原核定補助表及本申請表奉核影本。
5. 補助經費須於當年度10月30日前辦理請購，12月10日前送達主計室辦理核銷。設備採購案已完成請購但未能於當年度內核銷者，須以簽呈辦理經費保留(須加會主計室)，簽准後始得於次年度辦理核銷。

1. **ransfer of Fund Items:** The actual changes must be adjusted according to the status of business and equipment expenses for the current year' s subsidy. Applications for fund transfers are generally limited to one time.
2. **Changes Application:** Please attach the originally approved subsidy form.
3. **Approval Requirement:** Changes can only be made after approval. The original application form should be kept by the project principal investigator.
4. **Purchase Verification:** When verifying purchases, please attach both the originally approved subsidy form and a copy of this application form.
5. **Subsidy Fund Usage:** Purchases must be processed by October 30 of the current year and submitted to the Accounting Office for verification by December 10. For equipment procurement that has been processed but not verified within the same year, a memorandum for fund retention must be submitted (in coordination with the Accounting Office). Verification can only be processed in the following year after approval.

申請人 Applicant Name	單位主管 Department ead	院長 Dean	研究發展處 Research and Development Office