

113學年採購及核銷作業期限

為使本學年採購及核銷作業順利完成，相關期限如下：

採購類別	線上立案時限	關閉『新增請購』功能	結案請款完成
一般採購 (10萬元以上)	114/06/06(五)23:59前 ※一般採購需經招標公告作業，請務必儘早立案。	114/07/28(一)24:00	114/07/31(四)前
自行採購 (10萬元(含)以下)	114/07/28(一)23:59前		

提醒事項



預算來源屬獎補助款、計畫補助經費等，請依補助機關及預算控管單位所規定核銷期限為主，**不受上述時程限制**。



請務必於履約期限內完成交貨，完成線上驗收後請主動報請保管組安排會驗。



配合財務處作業，請於**114/07/31(四)前**完成請款系統上請款單簽核→付款憑單(一)作業狀態須為：**已簽收-財務複審**。







本學年度請採購系統僅提供上述開放時程，**不另行開放**。

2024 Academic Year Deadlines for Purchasing and Write-off Operations

In order to successfully complete the purchase and write-off operations for the current academic year, the relevant deadlines are set out below :

Purchasing Type	Dateline for online submission	Closing time for New Purchase function	Complete the case for payment
General Purchase (>NT\$100,000)	Before 2025/06/06(Fri.) 23:59 ※ General Purchase is subject to public tendering. Please ensure early submission.	2025/07/28 (Mon.)24:00	Before 2025/07/31(Thu.)
Self-Purchase (≤NT\$100,000)	Before 2025/07/28(Mon.) 23:59		

Reminder

-  The source of the budget is from award subsidies, project plan subsidies and so forth. Please follow the settlement deadline set out by the subsidy agency and budget control unit. **They will not be subject to the above deadline.**
-  Please make sure to complete the delivery within the performance deadline and Upon arrival, please complete online acceptance as soon as possible and actively report to the Property Management Division to arrange for an inspection.
-  In line with the operation of the Finance Department, please complete the signing of the payment slip on the payment system **before 2025/07/31(Thu.)** (that is, the payment statement 1. **The operational status must be: signed - reviewed by Finance**).
-  Within this academic year, the purchase system will only be open during the above scheduled time. **No other dates will be available.**