

## Appendix I

※ Research and development projects (with Project No. RDXXX) do not comply with the following closing notice, an email with closing notices will be sent separately.

※ System Closing Timeline for Different Expenditure Forms

| Form Type                  | Duration  | Type  | Deadline   |   |                                       |  |
|----------------------------|---|---|--|---|---------------------------------------|--|
|                            |   |   | Online Application   | Verified by Finance and Property Management Section and Library | Verified by General Accounting Office | Hardcopy received by General Accounting Office |
| Procurement Form (Note 1)  | 115/01~115/07                                   | General                                       | Tue., 115/06/09  | Wed., 115/06/17   | Thurs., 115/06/18                     | Noon, Thurs., 115/07/02                        |
|                            |   | Individual Procurement: (Capital Account)     | Tue., 115/06/16  |   |                                       |  |
|                            |   | Individual Procurement: (Current Account)     | Thurs., 115/07/02  |   |                                       |  |
| Construction Form (Note 1) | 115/01~115/07                                   | General                                       | Tue., 115/06/16  |   |                                       |  |
|                            |   | Individual                                    | Thurs., 115/07/02  |   |                                       |  |
| Salary Form                | 115/01~115/06                                   | Full-time Staff                               | Before 17:00<br>Tue., 115/06/30~<br>Wed., 115/07/01  |   |                                       | Noon, Thurs., 115/07/02                        |
|                            |   | Employment-Based Student Workers              |  |   |                                       |  |
|                            | 115/07  | Full-time Staff<br><b>*Refer to Notice 3*</b> | Before 17:00<br>Wed., 115/07/08~<br>Thurs., 115/07/09<br><b>(ONLY Open During This Timeslot)</b> |   |                                       | Noon, Wed., 115/07/15                          |
|                            |   | Employment-Based Student Workers              |  |   |                                       |  |
| Petty Cash Form            | 115/01/01~115/06/30                             |   | Before 17:00<br>Tue., 115/06/30~<br>Wed., 115/07/01  |   |                                       | Noon, Thurs., 115/07/02                        |
| Miscellaneous Expense Form | 115/07/01~115/07/09                             |   | Before 17:00<br>Wed., 115/07/08~<br>Thurs., 115/07/09  |   |                                       | Noon, Wed., 115/07/15                          |
|                            | 115/07/10~                                      |   | Before 17:00<br>Thurs., 115/07/16~<br>Mon., 115/07/20  |   |                                       | Noon, Tue., 115/07/21                          |
| Comprehensive Student Form | 115/07/21~115/07/31<br><b>(Offsetting ONLY)</b> |   | Before 17:00<br>Thurs., 115/07/23~<br>Mon., 115/07/27<br><b>(ONLY Open During This Timeslot)</b> |   |                                       | Noon, Tue., 115/07/28                          |
| Loan Form                  | (Activity period)<br>115/07/21~115/07/31        |   | Before 17:00<br>Thurs., 115/07/09  |   |                                       | Noon, Wed., 115/07/15                          |

※ Projects subsidized by the Ministry of Education (MOE) end on July 31, 2026 (e.g., BEST Program of the MOE (EMI), etc.). Please return any remaining loan balance to the Cashier's Office of the General Affairs Division by noon on Wed., July 29.

## ※Notices

1. Procurement Forms and Construction Forms (Inclusive of offsetting loans)
  - A. For price negotiation related enquiries, please consult the Business Management Section and the Construction Maintenance Section.
  - B. For property handover date that occurs between January and July, the invoice date should also be between January and July accordingly. (The handover and invoice dates should be within the same academic year)
2. Petty Cash Form, Miscellaneous Expense Form and Comprehensive Student Form
  - A. The deadline for online application is 17:00, Tue., June 30~ Wed., July 1 for any transaction voucher dated between Jan.1 and June 30, 2026. The Voucher Transmittal Form (hardcopy) shall be sent to the General Accounting Office in person by noon, Thurs., July 2. (★Inclusive of offsetting loans★)
  - B. The deadline for online application is between Wed., July 8~Thurs., July 9 for any transaction voucher dated between July 1 and July 9, 2026 (**limited duration**). The Voucher Transmittal Form (hardcopy) shall be sent to the General Accounting Office in person by noon, Wed., July 15.
  - C. For any event taking place between **July 21 and 31, 2026**, please **apply for loans before July 9 (Thurs)** and offset the loan between Thurs., July 23 and 17:00, Mon., July 27. The Voucher Transmittal Form (hardcopy) shall be sent to the General Accounting Office in person by noon, Tue., July 28.
3. Salary Forms
  - A. Full-time Staff:
    - (1) **July 2026 Salary Processing**: For MOE subsidized projects that end on July 31, 2026 (e.g., Professionalization Program for Employment Counseling of International Students in Universities and Colleges, MOE BEST Program (EMI), etc.), please complete the online salary form between Tue., July 8 and 17:00, Thu., July 9. The Voucher Transmittal Form (hardcopy) must be personally submitted to the General Accounting Office by noon, Wed., July 15.

**※ For all other projects or department-hired personnel, please complete the form after the opening of accounts for the 2026 Academic Year.**
  - B. Employment-Based Student Workers:
    - (1) **All employment applications in June shall be completed before Sun., June 28** to facilitate the confirmation of insurance premiums.
    - (2) All Salary Forms for student workers and TAs in June shall be applied and submitted between **Tue., June 30 and 17:00, Wed., July 1.**
    - (3) All employment applications in July shall be completed before **Mon., July 6** to facilitate the confirmation of insurance premiums.
    - (4) All Salary Forms for student workers and TAs in July shall be applied and submitted between **Wed., July 8 and 17:00, Thu., July 9.**

4. Travel Reimbursement

If the applicant is unable to return to Taiwan before Fri., July 31, please submit the reimbursement application using photocopied supporting documents (e.g., electronic ticket, ticket purchase receipt, registration receipt). Original documents must be submitted after returning to Taiwan. Only travel expenses incurred within the approved leave period will be reimbursed.

5. Loan Forms

A. All advance payment applications for expenses occurring before Fri., July 31 must be completed before 17:00, Thu., July 9.

B. Any remaining advance funds must be returned to the Cashier at the Office of General Affairs by noon, Wed., July 29.

6. Higher Education Sprout Project

All vouchers dated between January and July 2026 using funds from the Higher Education Sprout Project (including the Main Framework, Sub-projects, Appendices, and Supplementary Sections) shall comply with the fiscal year closing procedures and timeline of the General Accounting Office.

Please submit both the portal-approved electronic form and the Voucher Transmittal Form (hardcopy) to the Project Management Office (13th Floor, Building 6) at the same time.

※ Note:

MOE funds may not be used for recruitment-related expenses, including but not limited to publicly funded support or scholarships for domestic and international students upon admission, recruitment promotions, and examination-related expenses. Additionally, MOE funds must not be used for **website design expenses related to recruitment promotion**.

7. For subsidy programs with a single administrative window or a designated coordinating unit, departments shall complete all required procedures within the closing deadlines stated in this notice, including electronic form approval, voucher endorsement, and submission to the General Accounting Office. (e.g. the Personnel Office consolidates all health examination reimbursement applications for YZU faculty and staff, the Research and Development Office consolidates all international travel reimbursement applications and thesis/dissertation correction funds, the Extracurricular Section, Office of Student Affairs consolidates all student club activity funds, the Teaching Service Section, Office of Academic Affairs consolidates all tutorial honoraria).

8. If there are special circumstances that prevent compliance with the timeline, please raise the matter for discussion in advance on a case-by-case basis.

9. Please observe all deadlines stated in this notice to facilitate financial settlement and the smooth opening of the 2026 Academic Year.

10. If any unit fails to follow the deadlines stated in this notice, resulting in improper handling of official duties or delays that affect administrative operations, the case will be handled in accordance with Article 7, Paragraph 1 of the YZU Staff Reward and Disciplinary Regulations, and a formal reprimand may be issued. In accordance with Article 14 of the same regulations, disciplinary actions must be proposed by the unit supervisor, reviewed by the Personnel Office, and approved by the President.
11. Any applications fail to complete the procedures on portal or submit hardcopies before the deadlines set forth will be **Cancelled Automatically**.
12. No applications will be received during the 2025 Academic Year Closing to facilitate the financial settlement. (including: voucher verification and making accounting vouchers by the Accounting Office, approval of accounting vouchers, checks prepared by the Finance and Property Management Section, checks approved by the Director of the General Accounting Office, Voucher Transmittal Forms, accounting vouchers and checks approval by the President, bank remittance procedures)