

# 2018 academic year final fiscal accounting timeframe

In order to facilitate the 2018 academic year final fiscal accounting, please comply with the following timelines



Payment request system to be closed	Budget execution deadline date	voucher date	After preliminary audit, please send the payment voucher to the finance department
<b>Reminder</b> <b>Wednesday, July 31, 2019</b>	Before Wednesday, July 31, 2019	Please provide vouchers dated on or before July 31, 2019 and complete the relevant procurement application procedure for payment. Vouchers dated starting in August cannot be written off.	<b>Before Wednesday, July 31, 2019</b> Note 1. Receiving date for returned case is Wednesday, August 7, 2019. Note 2. No extension if coincide with summer school day.
	After Wednesday, July 31, 2019		

A. Income: Departments that have income with receipt date before the 2018 academic year have the same aforesaid final fiscal accounting timeframe for sending in the receipts.

B. Budget Transfer: To accommodate the closing time of the new procurement function of the general services department, the deadline date for budget transfer operations is Friday, June 28, 2019. For budget transfers of HR cost, utilities, telephone fee, public relations merchandise and postage, please contact the finance department for assistance.

- C. Payment Request
- (a) The payment request sent to the finance department should be in the secondary financial audit status.
  - (b) The original decision of not receiving on the 26th-30th of June and July of 2019 due to account settling has be temporarily canceled.
  - (c) For cases ending on July 31, 2019, the temporary labor cost for July can be requested beforehand.
  - (d) For those projects/ activities already executed with no receipts or vouchers yet, please go to the payment request system for payment estimation. Please submit the original copy of the vouchers afterward as soon as possible to the finance department.

D. Others : a. Project director who intends to reserve some funds from this academic year for the next academic year, please log in to the research project funds management system of the school affairs administrative portal website to apply for the changes online.

b. The file for accounting settlement statement of the Science and Technology Department has an updated version. Please go to the finance department' s website or click the link below- Income Expenditure Report- the Science and Technology Department.