# 112學年度決算作業期限

 $6/26(\Xi)$ 

預算流用 截止日 **7/31**(≡)

決算日

付款憑單狀態 : 已簽收、財務複審、流程結束 8/5(-)

退補件收件 截止日

**7/30**(二)

7月臨時工資 系統簽核 8/1(四)

紙本收件 截止日



- 1.7月31日前取得之支出憑證,須完備請採購相關程序,送交財務複審。
- 2.7月31日結案計畫未及取得原始憑證紙本者,請以電子檔至系統完成財務初審。
- 3.人事費、水電及電話費、公關品及郵資之預算流用,請洽財務處協助另案辦理。
- 4.經費欲保留至下一年度使用,請上研究計畫經費管理系統,填寫變更申請。

# 2023 Academic Year-End Accounting Close Deadlines

## 6/26(Wed)

Budget transfer deadline

# 7/31(Wed)

#### **Closing date**

Payment voucher shall be signed, second reviewed by Finance and under completion status.

## • 8/5(Mon)

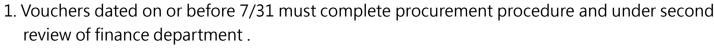
Cut-off date to receive supplementary documents

# 7/30(Tue)

Finish online procedure of 2024.07 temporary salary

## **8/1**(Thur)

Cut-off date to receive Paper documents



- 2. Budget used but not reimburse yet, please noted to claim reimbursement online.
- 3. For budget transfer of personnel expenses, utilities, telephone fee, public relations products and postage, please contact the finance department.
- 4. Budget needed to transfer to next academic year, please apply online to the address: <a href="http://tmueip-web.tmu.edu.tw/rpa.web/pages/welcome.jsf">http://tmueip-web.tmu.edu.tw/rpa.web/pages/welcome.jsf</a>.

