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| **社團名稱** | | | |  | | | | | | | | | | | | **收文字號** | | | |  | | | |
| **預算金額** | | | | **拾萬** | | **萬** | **仟** | **佰** | | **拾** | **元** | **核銷金額** | | | | **拾萬** | | | **萬** | **仟** | **佰** | **拾** | **元** |
| **$** | |  |  |  | |  |  | **$** | | |  |  |  |  |  |
| **用途** | | | | **活動名稱：** | | |  | | | | | | | | | | | | | | | | |
| **活動日期：** | | |  | | | | | | | | | | | | | | | | |
| **社團自我檢測(確認無誤後，請打勾)** | | | | | | | | | | | | | | | | | | | | | | | |
| **送件** | **收件** | | **表單** | | | | | | | | | | **送件** | **收件** | **收據&發票** | | | | | | | | |
|  |  | | 僅使用學生會費，活動申請書正本乙份 | | | | | | | | | |  |  | 台照填寫『建國科技大學』 | | | | | | | | |
|  |  | | 具使用學校其他經費，活動申請書影本乙份 | | | | | | | | | |  |  | 統編填寫『77119224』 | | | | | | | | |
|  |  | | 黏貼憑證用紙乙份 | | | | | | | | | |  |  | 收據，僅具『免用發票專用章』、『負責人私章』 | | | | | | | | |
|  |  | | 經費收支結算表一式兩份 | | | | | | | | | |  |  | 發票，空白處簽名及檢附購物明細 | | | | | | | | |
|  |  | | 成果報告書一式兩份 | | | | | | | | | |  |  | 發票，未登錄統編者，需加蓋『統一發票專用章』，再手寫本校統編 | | | | | | | | |
|  |  | | 表單金額大、小寫皆無誤 | | | | | | | | | |  |  | 二聯式發票，僅具『統一發票專用章』 | | | | | | | | |
|  |  | | 修(塗)改處，加蓋私章 | | | | | | | | | |  |  | 修(塗)改處，加蓋店鋪負責人私章，或重開之 | | | | | | | | |
| **送件** | **收件** | | **附件** | | | | | | | | | | **送件** | **收件** | **附件&其他** | | | | | | | | |
|  |  | | 膳食費，需附簽到表正本數份(一天一份) | | | | | | | | | |  |  | 奬金(券)，需附『請領表單』，並詳載名次、個資、簽章 | | | | | | | | |
|  |  | | 影印費，需附相應數量樣張數份 | | | | | | | | | |  |  | 鐘點費，需附『領據』或『印領清冊』數份 | | | | | | | | |
|  |  | | 海報印刷費，需附A4彩印樣張乙份 | | | | | | | | | |  |  | 交通費，需附『印領清冊』數份、車票留存 | | | | | | | | |
|  |  | | 手冊印製費，需附封面及目錄樣張乙份 | | | | | | | | | |  |  | 雜支，不可核銷吃、喝等食品收據 | | | | | | | | |
|  |  | | 佈置費，需於成果報告書中，附上佈置品寫真  (例，紅布條) | | | | | | | | | |  |  | 核銷事項，不可添購固定財類型器材 | | | | | | | | |
| **送件人員** | | | | | | | | | | | | | | | | | | | | | | | |
| **活動負責人** | | | | |  | | | | | | | | **社長** | | | |  | | | | | | |
| **備註** | |  | | | | | | | | | | | | | | | | | | | | | |
| **收件人員** | | | | | | | | | | | | | | | | | | | | | | | |
| **初審** | | | | | | | | | **複審** | | | | | | | | | **驗收** | | | | | |
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