

Q1: What is the school number?

Q2: What is the expense write-off procedure?

Q3: How to choose the purchase requisition, repair order and moving expense order? Q4: What is a legal foreign certificate?

A1 : 00501308

A2:1. Make sure that the unit has a budget for the project and the balance is sufficient. 2. Complete the online sign-off on the "Information Integration Platform" before paying. 3. Fill in the "Expenditure Voucher Deposit Form" and attach the legal voucher for verification. 4. The accounting office makes a summons. 5. The cashier group completes the payment.

A3:1. Requisitions: According to the provisions of the school's procurement regulations, the procurement must be carried out through the affairs team. 2. Repair order: If the property is damaged or malfunctioned, it must be repaired through the maintenance team according to the provisions of the school's procurement measures. 3. Expenditure order: the expenses that the business unit can purchase or cancel by itself in accordance with the regulations.

A4: Collect all kinds of uniform invoices or ordinary receipts with the school's letterhead or uniform number, and the voucher must clearly contain the goods name, unit price and quantity, and stamped with the seller's uniform invoice (or exempted uniform invoice) special seal