1. Purpose

In order to improve the efficiency of administrative operations, all departmental teachers who accept industry-university cooperation projects must follow this operating procedure.

2. Fund expenditure operating procedures

| Work process | Responsible unit (person) | illustrate |
|---|---|---|
| 1. File an application | Presented by: Project Leader<br>Review: Department Assistant →Department Head →Compilation by the Industry and Academic Group of the R&D Department | |
| 2. Sign a contract with the manufacturer | R&D Department Industrial and Academic Group | After completing the signing, the industry-university team should send the budget statement to the accounting office |
| 3. Inward payment from the manufacturer | Cashier Group/Accounting Office | After the accounting office confirms the remittance of the manufacturer's funds, it will link the budget to the department to which the project leader belongs. |
| 4. Use your budget | Presented by: Project Leader<br>Online sign-off procedure: Department Assistant → Department Head → Accounting Director → Principal | Department assistant assists with online sign-in |
| 5. Write-off expenses | Inspection document: Project leader<br>Write-off procedure: Project leader (handler) department assistant (certifier) department head (reviewer) accounting director principal | Department departments assist in substantive review and accounting office voucher review |

3. Other matters needing attention

1. Fund expenditures must be related to the project and should comply with the school’s procurement and maintenance regulations.

2. In order to simplify the operation process, the project leader should write off the funds at one time according to the case during the execution period of the project.

3. For plans that span academic years, the Accounting Office will automatically carry the plan

forward to the next year after the end of the year.