

1. Fund write-off operating procedures:

(1) The requesting unit signs the expenditure budget online (for self-verification by the unit, please fill in the expense application form; for purchases by the General Affairs Office, please fill out the purchase requisition form).

(2) The requesting unit fills in the expenditure voucher attachment form and attaches the relevant vouchers to write off the expenditure.

(3) The accounting office produces a subpoena.

(4) The cashier team issues checks.

2. Obtain legal verification certificate:

(1) Manual invoicing:

A. Please issue a two-part invoice. The invoice should be issued with the company number of the original purchase contract; and fill in the school letterhead Chongyou School Foundation Chongyou University of Film and Technology, purchase date, product name, quantity, amount and unified invoice. Chapter, all the above should be clear and concise.

B. 2. Triple-part invoice: the deduction copy and receipt copy shall be attached at the same time.

C. If the quantity is one batch or one set, the details of the (invoice) issued by the manufacturer and stamped must be attached.

(2) Cash register invoice:

A. Please indicate the school's unified number 00501308 and the name of the product, and stamp it with the handler's personal seal.

B. When the product name or code name on the cash register invoice is in English, please indicate the product name item by item with a ball pen (shipping notes must be attached together). If the amount is unclear, please write it again next to it.

(3) No need to issue unified invoice receipt:

A. Please fill in the school letterhead, Chongyou School Foundation Chongyou University of Film and Technology, purchase date, product name, quantity, unit price, and total price; a special seal for exempting unified invoices and a private seal of the person in charge are required; all the above should be listed clearly Clearly.

B. If the quantity is one batch or one set, details (receipt) issued by the manufacturer and stamped must be attached.

(4) Post office ticket purchase certificate:

To pay postage, please attach the "Ticket Purchase Certificate" issued by the post office and fill in the school payee and contact Chongyou University of Art and Technology, or the school's general number 00501308.

(5) Financial institution remittance order:

Financial institutions can only report remittance fees on remittance orders, and the reason for the remittance must be stated when reporting the payment.

(6) Overseas INVOICE and receipts:

(7) Expenditure certificate:

If payment voucher cannot be obtained due to special circumstances, please fill in each field of the payment certificate and explain the reason in detail.

(8) Personal payment receipt:

A. Please fill in each field clearly and correctly, including ID card number and detailed household address (neighbors must be included) and contact phone number.

B. If the holder is a foreigner, a copy of his residence permit and passport must be attached, and 20% tax will be withheld.