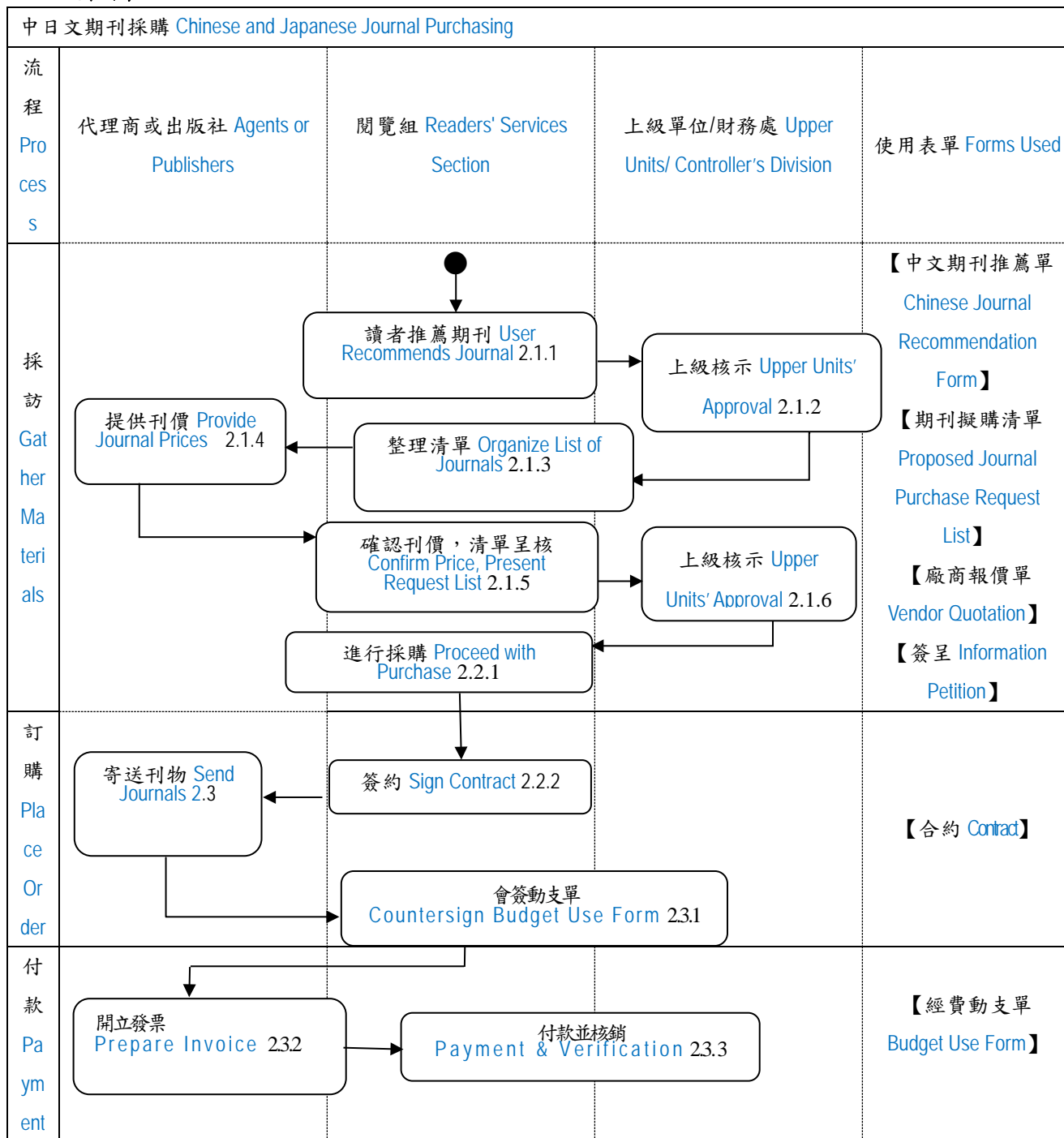


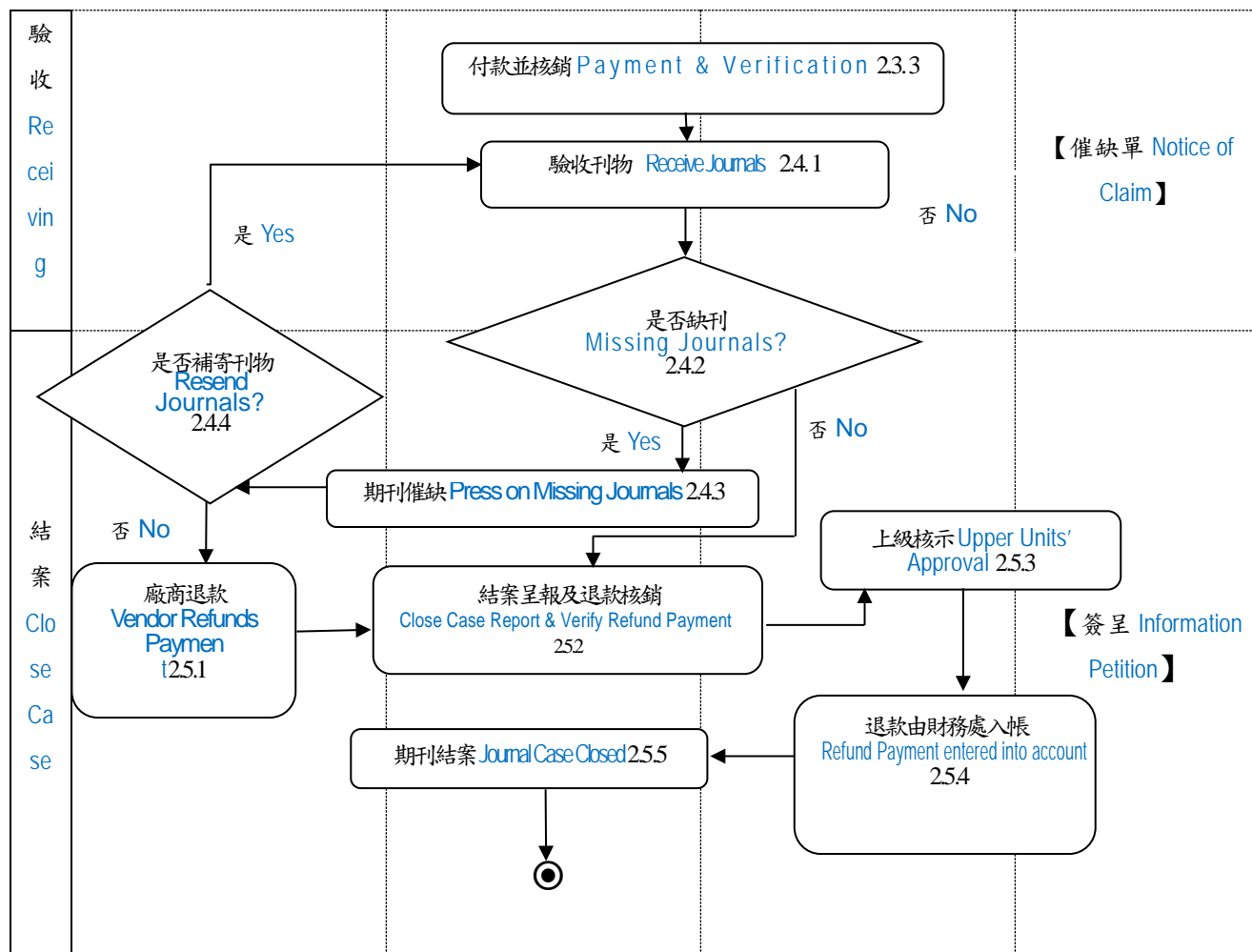
文件名稱 Name of Document	內部控制制度-中日文期刊採購 Internal Control Mechanism- Chinese and Japanese Journal Purchasing		
文件編號 Document No.	0711-002	版次 Edition	V4.0
提案單位 Proposing Unit	圖書館 Library	生效日期 Effective Date	2016/04/28

中日文期刊採購 Chinese and Japanese Journal Purchasing

1. 流程圖 Flow Chart



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2. 作業程序：Operations Procedures:

2.1. 採訪 Gather Materials

2.1.1. 接受師生及系所單位推薦或館內薦購。期刊採購以電子版為優先。Accept recommendations from faculty, students and departments or from the Library's internal recommendations. Electronic journals have purchasing priority.

2.1.2. 薦購之期刊經查核複本，請廠商報價後呈請校長核示。Upon duplicate verification for recommended journal purchase, ask vendors for quotation and present for President's approval.

2.1.3. 整理擬購清單(含新訂及續訂期刊)。Organize Proposed Journal Purchase Request List (including new journals and those to be renewed).

2.1.4. 擬購清單進行估價，廠商提供刊價。Proceed with tendering based on Proposed Journal Purchase Request List. Vendors provide journal prices.

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2.1.5. 經辦人查詢刊價是否合理後上文呈核。When the responsible library staff member determines that a reasonable price is quoted, he/she submits an official document for approval.

2.1.6. 校長公文核示。Official document is submitted for President's approval.

2.2. 訂購 Place Orders

2.2.1. 公文核可後，進行採購程序。Upon approval, proceed with purchasing procedures.

2.2.2. 大批採購需與代理商簽定合約，零星或少量採購則不需簽約。Sign contract with an agent when purchasing a large order. Single or small orders don't require the signing of a contract.

2.2.3. 廠商簽約後依訂購清單如期寄送刊物。Once the agreement is signed, the vendor should send journals based on the Purchase Order.

2.3. 付款 Payment

2.3.1. 經辦人至預算系統列印經費動支單並會簽相關單位。Responsible library staff member prints out Budget Use Form from Budgeting System and relevant units countersign.

2.3.2. 通知代理商預先開立發票，以便付款。Notify the agent to prepare an invoice in advance for the purpose of making payment.

2.3.3. 依校內請款及核銷程序進行請款付款及核銷作業。Proceed with funds request for payment and verification operations based on university internal fund request and verification procedures.

2.4. 驗收 Receiving

2.4.1. 每日驗收到館期刊，並在自動化系統做紀錄。Check journals received every day and make a note in the Automated System.

2.4.2. 經辦人於驗收及登記到館期刊時，同時查核是否有缺刊情形。When checking and registering journals received into the Library collection, responsible library staff member should also check if there are missing journals.

2.4.3. 缺期未到之刊物，需進行定期催缺。Need to press regularly for missing journal issues to be resent.

2.4.4. 代理商於收到催缺通知，應補寄刊物。若無法補寄之刊物，則依該刊單冊之刊價退款；已停刊的刊物，依未到刊的期數等額退款。Upon Notice of Claim, agent should resend journals. If agent cannot resend the journals, they should refund the payment according to the price on a single volume of the journal. If journals are

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defunct, a refund should be issued based on the cost of the numbers of journals not received.

2.5. 結案 Close Case

2.5.1. 所有缺刊或停刊之退款，於該年度之期刊結案時一併辦理。Refund for all missed editions of journals or defunct journals should be dealt with the year-end journal case closing.

2.5.2. 經辦人於收到退款後上文呈核。Upon receiving a refund, responsible library staff member submits an official document.

2.5.3. 校長核示退款公文。President approves the refund document.

2.5.4. 期刊退款由財務處入帳。Journal refund payments are entered into account by Controller's Division.

2.5.5. 期刊結案。Journal case closed.

3. 控制重點 Key Control Points:

3.1. 期刊採購是否有進行估價。Was tendering carried out for journal purchase?

3.2. 期刊採購是否有呈核校長。Was the journal purchase presented to the President?

3.3. 委外代理商是否有簽約。Did the Library sign a contract with an outsourcing agent?

3.4. 期刊到館量及時間點是否與採購契約一致。Do journal quantities and time received by the library conform to the purchase contract?

4. 使用表單 Forms Used:

4.1 中文期刊推薦單 Chinese Journal Recommendation Form

4.2 期刊擬購清單 Proposed Journal Purchase Request List

4.3 廠商報價單 Vendor Quotation

4.4 經費動支單 Budget Use Form

4.5 催缺單 Notice of Claim

4.6 簽呈 Information Petition

5. 依據及相關文件 Basis and Relevant Documents:

5.1 銘傳大學圖書館館藏資源採購辦法 Ming Chuan University Procedures for Purchasing Library Books