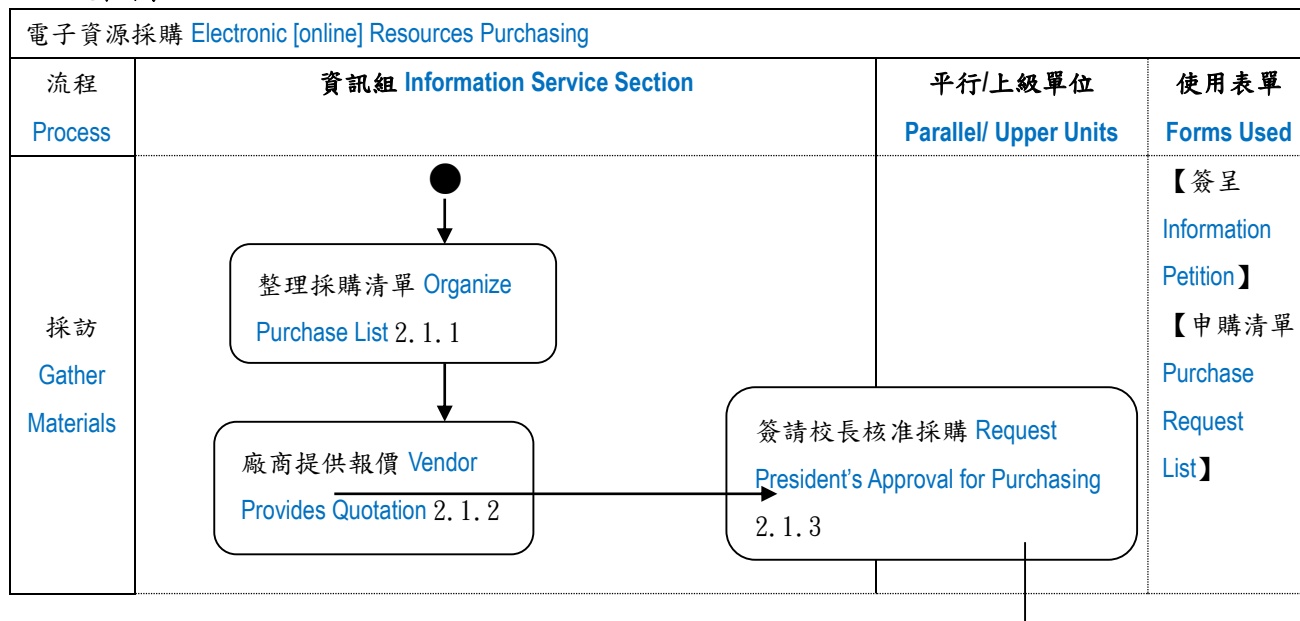


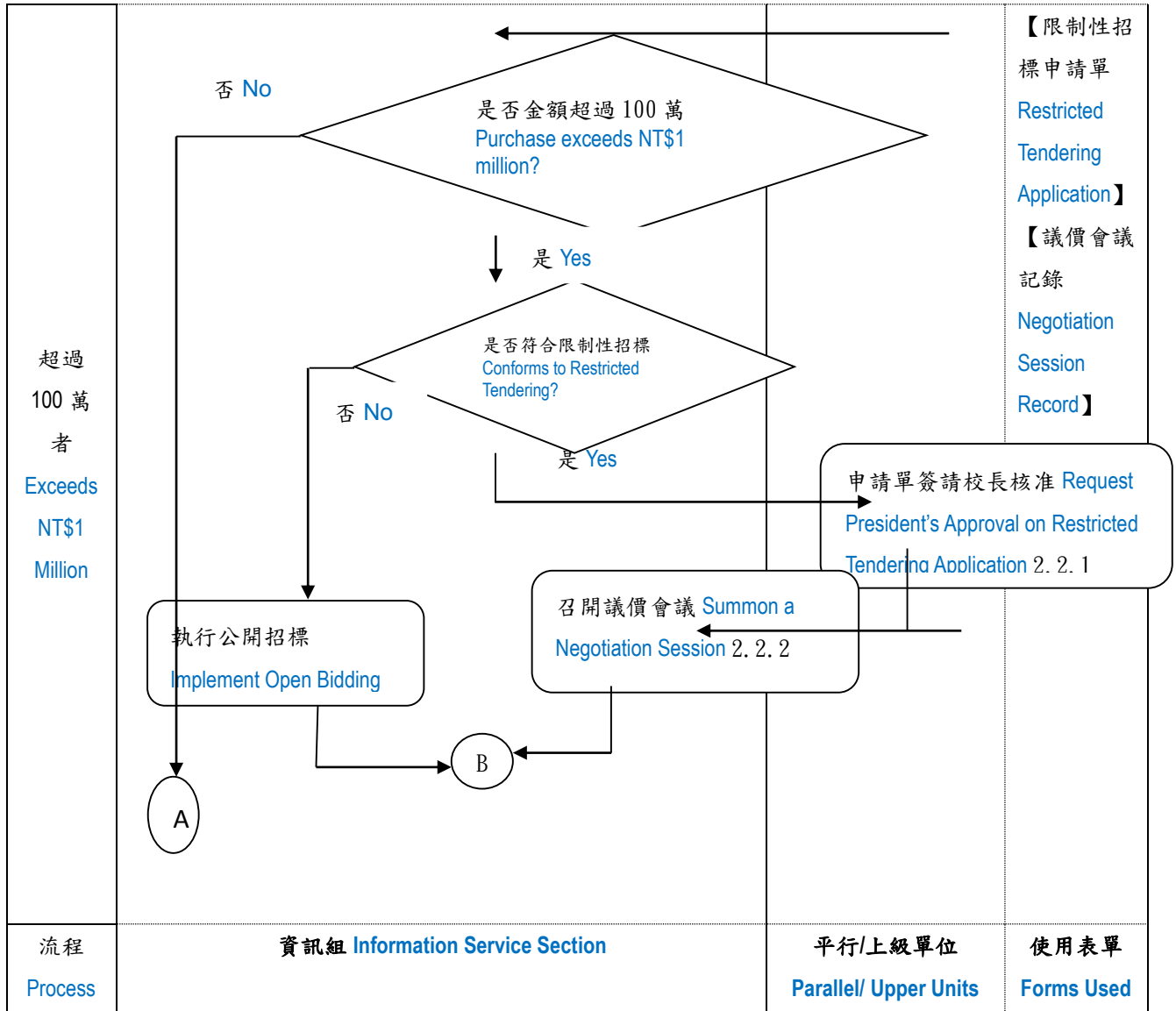
文件名稱 Name of Document	內部控制制度-電子資源採購 Internal Control Mechanism- Electronic [online] Resources Purchasing		
文件編號 Document No.	0721-002	版次 Edition	V3.0
提案單位 Proposing Unit	圖書館 Library	生效日期 Effective Date	2014/11/19

電子資源採購 Electronic [online] Resources Purchasing

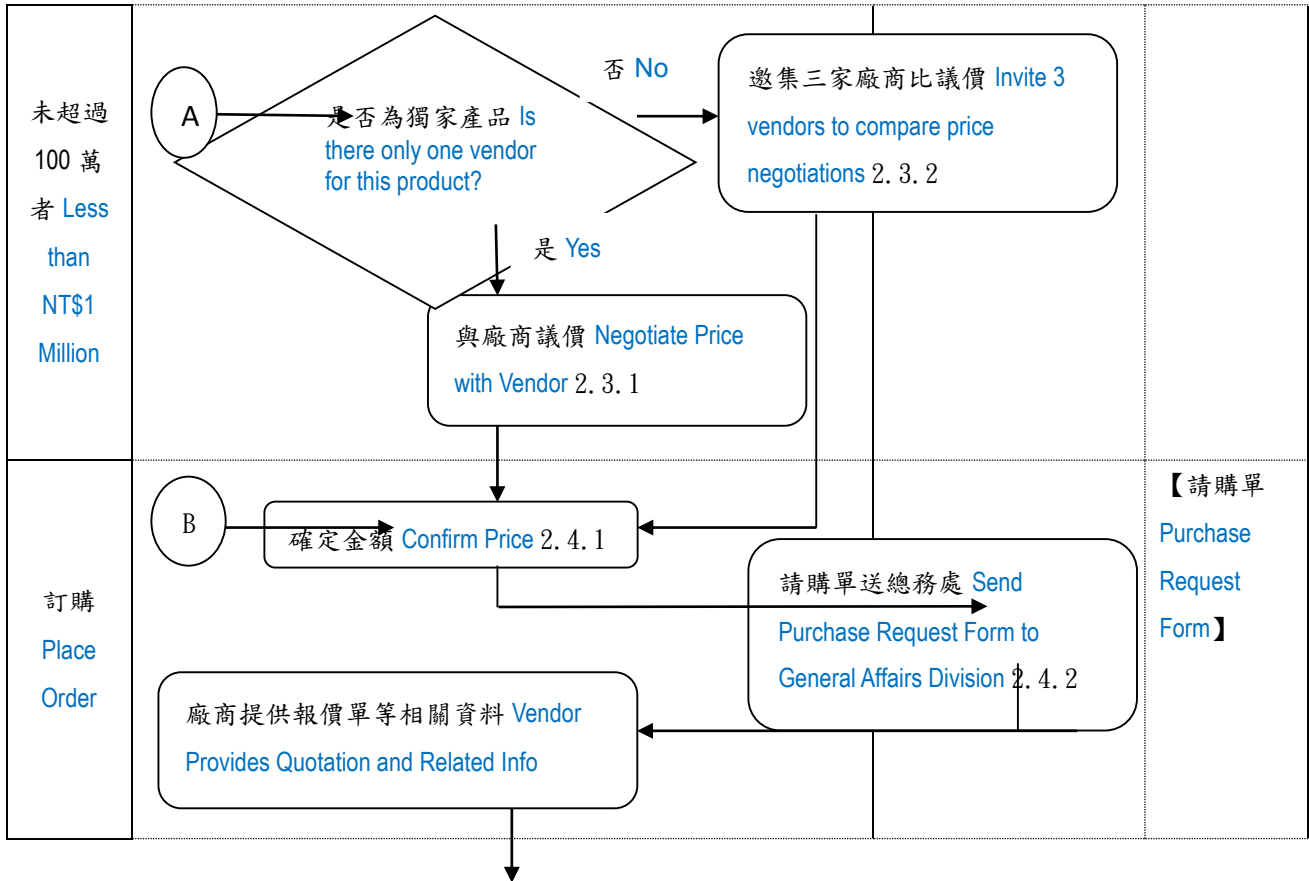
1. 流程圖 Flow Chart



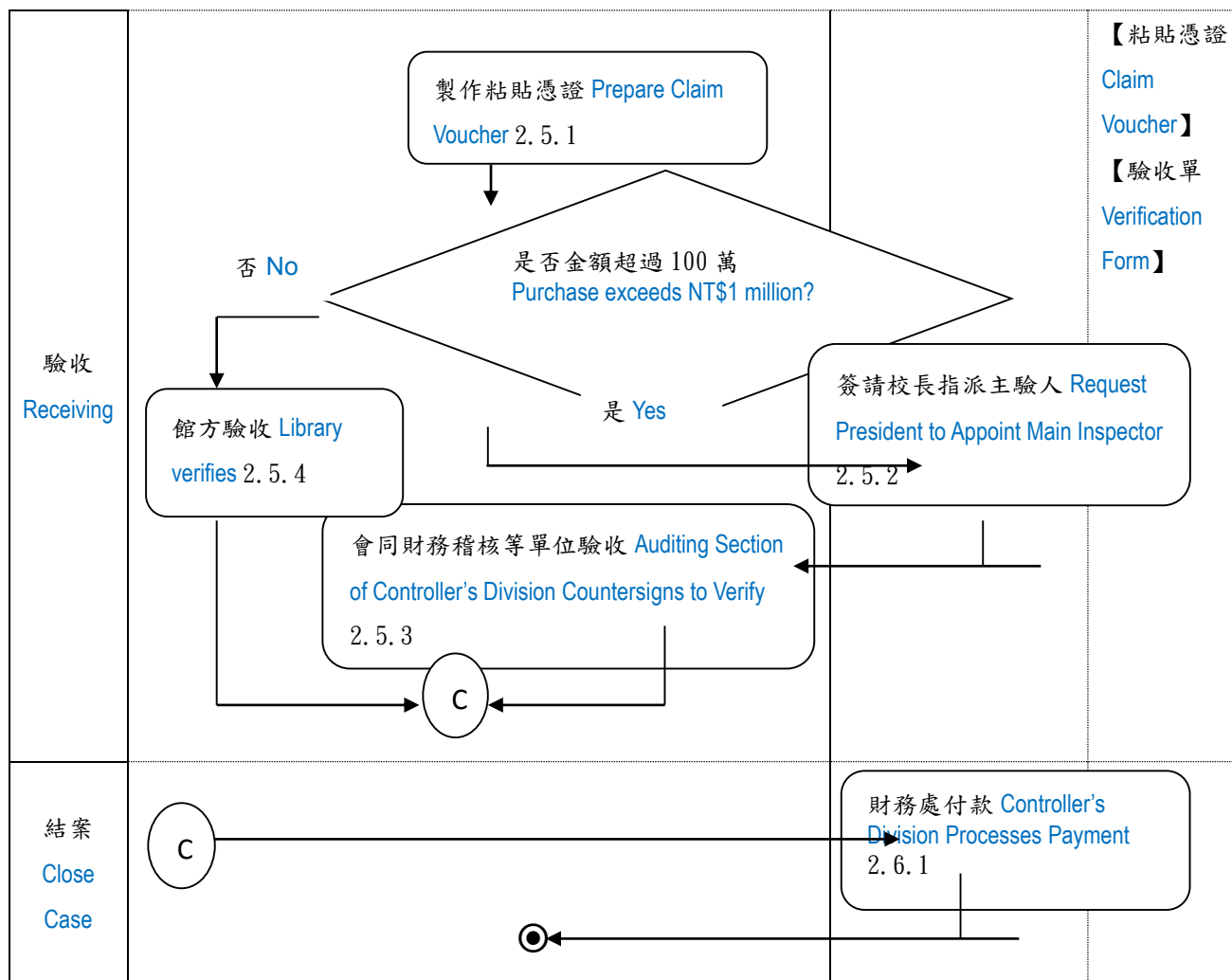
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2. 作業程序：Operations Procedures:

2.1 採訪 Gather Materials

2.1.1 整理欲採購之清單，若為新訂資源，需經試用及推薦，經內部討論後方可進入採購程序。續訂資源依使用率，評估是否停訂。Organize proposed purchase list. If new resources are being purchased, a trial period and subsequent recommendation are required. Following Library's internal discussion, proceed with purchasing procedures. If purchase is a renewal, evaluate whether to continue or discontinue based on usage rate.

2.1.2 廠商提供報價。Vendor provides quotation.

2.1.3 上簽請校長核准採購（附申請清單）。Present request for President's approval for purchasing (attach Purchase Request List).

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2.2 超過100萬者：Exceeds NT\$1 Million:

2.2.1 符合政府採購法之限制性招標條件者，即填寫限制性招標申請單，簽經校長核准後採議價方式議價。If purchase conforms to restricted tendering as stated in Government Procurement Act, complete the Restricted Tendering Application for President's approval. Upon approval, use price negotiation.

2.2.2 議價會議由館方召集，採購、財務、稽核等相關人員參加。Library should summon a negotiation session, which relevant personnel from Purchasing, Controller, and Audit should attend.

2.2.3 不符合限制性招標條件者，則採公開招標方式。If purchase does not conform to restricted tendering, use open bidding.

2.3 未超過100萬者：Less than NT\$1 Million:

2.3.1 若為獨家產品，則採議價方式。If only one vendor offers this product, use price negotiation.

2.3.2 非獨家產品者，則採三家比價，再與最低價之廠商議價。If product is offered by more than one vendor, conduct use price comparison among three vendors; then negotiate with the one who makes the lowest offer.

2.4 訂購Place Order

2.4.1 確定金額。Confirm price.

2.4.2 列印請購單會簽總務處。Print Purchase Request Form and have General Affairs Division countersign.

2.4.3 廠商提供報價單、獨家證明、發票及合約等相關資料，進行驗收程序。Vendor should provide quotation, proof of exclusivity, invoice, and contract so as to proceed with verification procedures.

2.5 驗收Receiving

2.5.1 製作粘貼憑證。Prepare Claim Voucher.

2.5.2 超過100萬者，簽請校長指派主驗人。If purchase exceeds NT\$1 million, present request to the President to appoint a main inspector.

2.5.3 請財務、稽核等共同驗收。Ask Auditing Section and Controller's Division to inspect together.

2.5.4 未滿100萬者，由館方驗收。If purchase is less than NT\$1 million, Library inspects on its own.

2.6 結案Close Case

2.6.1 粘貼憑證送批後，由財務處付款。After the Claim Voucher is submitted and

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approved, Controller's Division will process payment.

3. 控制重點：Key Control Points:

- 3.1 是否符合政府採購法。Does purchase conform to Government Procurement Act?
- 3.2 是否符合銘傳大學圖書館館藏資源採購辦法。Does purchase conform to Ming Chuan University Procedures for Purchasing Library Collection Resources?
- 3.3 是否有公開招標或限制性招標。Is this open tendering or restricted tendering?
- 3.4 是否有議價記錄。Is there a Negotiation Session Record?

4. 使用表單：Forms Used:

- 4.1 簽呈 Information Petition
- 4.2 限制性招標申請單 Restricted Tendering Application
- 4.3 申購清單 Purchase Request List
- 4.4 議價會議記錄 Negotiation Session Record
- 4.5 請購單 Purchase Request Form
- 4.6 粘貼憑證 Claim Voucher
- 4.7 驗收單 Verification Form

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

- 5.1 政府採購法 Government Procurement Act
- 5.2 銘傳大學圖書館館藏資源採購辦法 Ming Chuan University Procedures for Purchasing Library Collection Resources