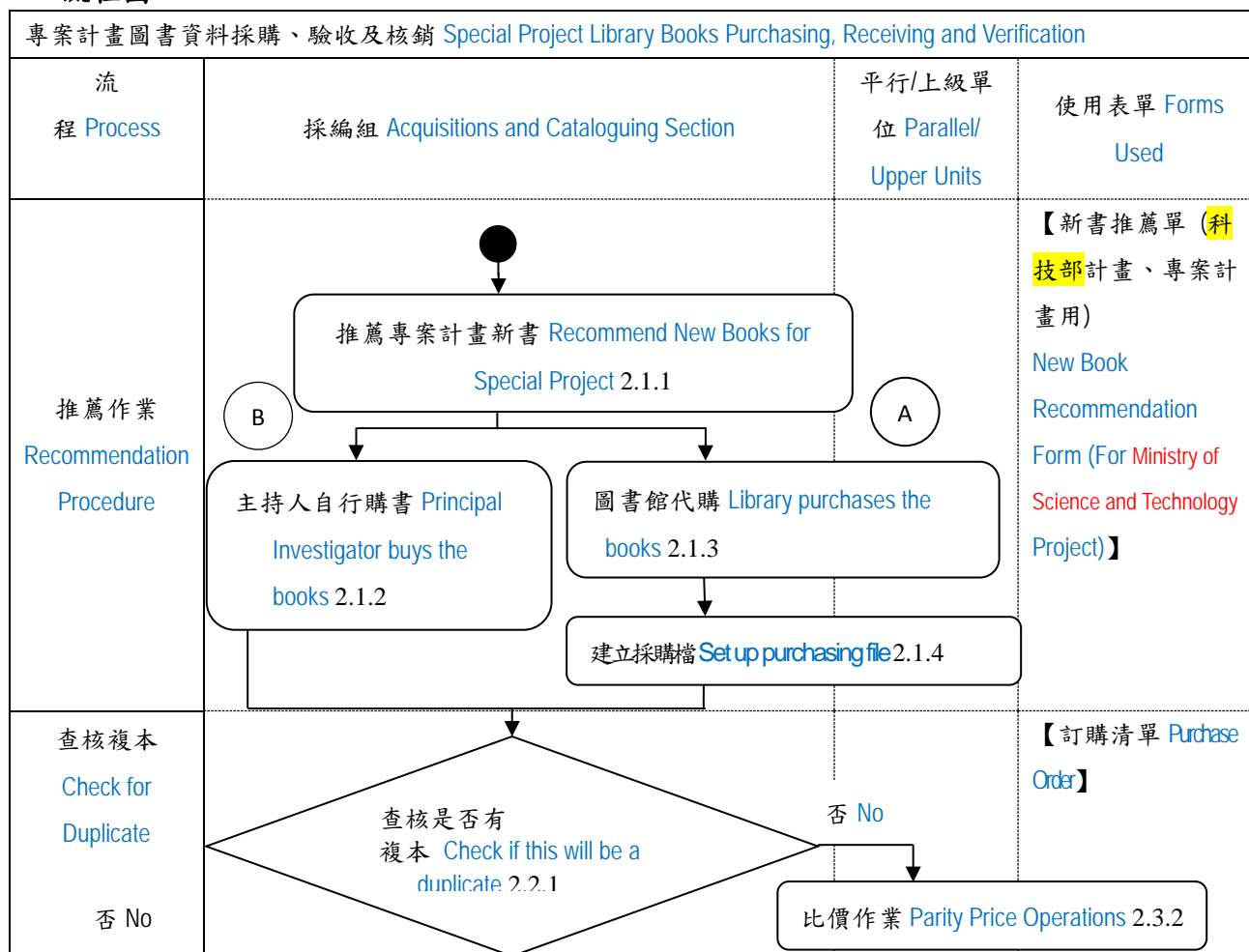


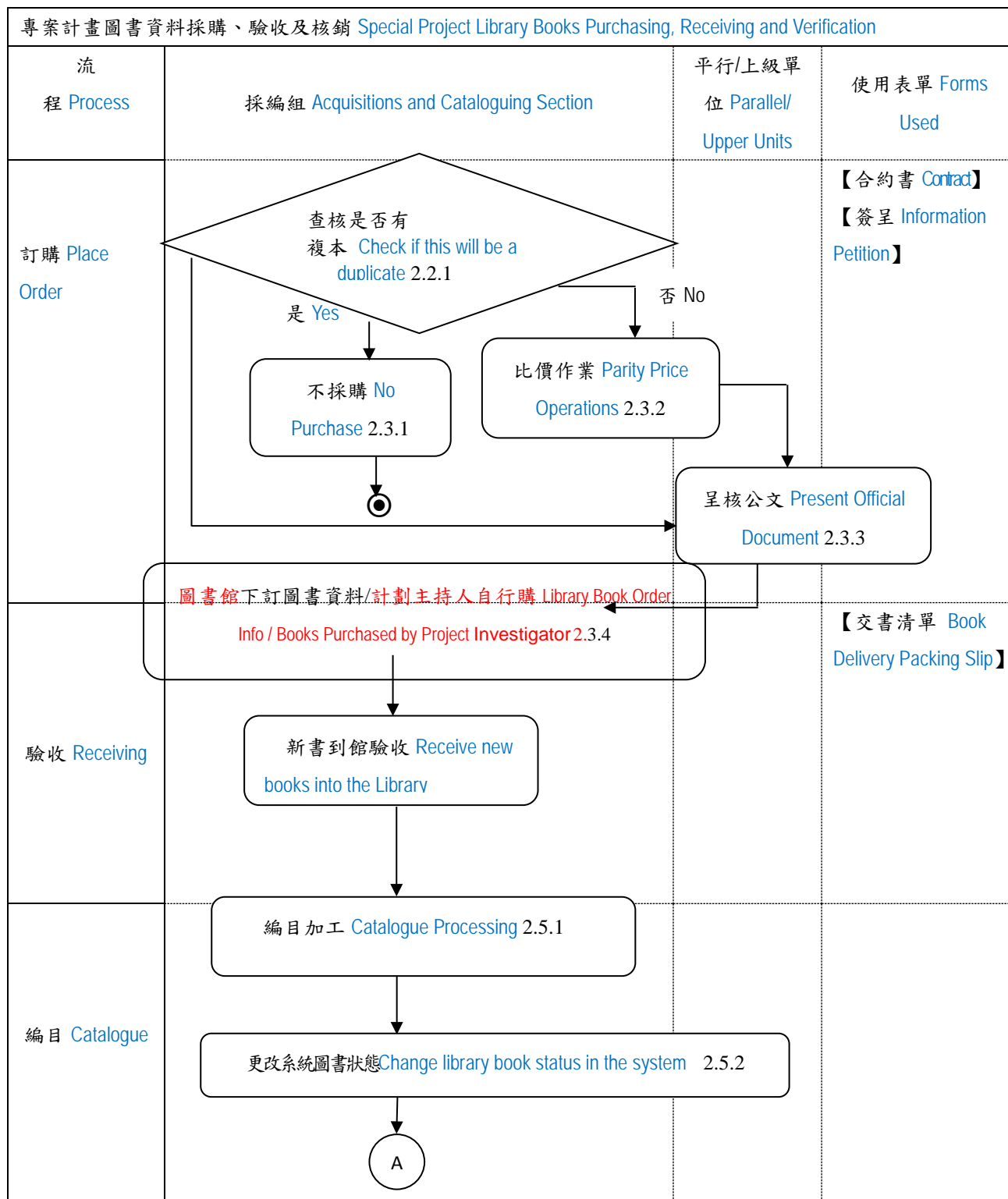
文件名稱 Name of Document	內部控制制度-專案計畫圖書資料採購、驗收及核銷 Internal Control Mechanism- Special Project Library Books Purchasing, Receiving and Verification		
文件編號 Document No.	2161-002	版次 Edition	V4.0
提案單位 Proposing Unit	圖書館 Library	生效日期 Effective Date	2016/04/28

專案計畫圖書資料採購、驗收及核銷 Special Project Library Books Purchasing, Receiving and Verification

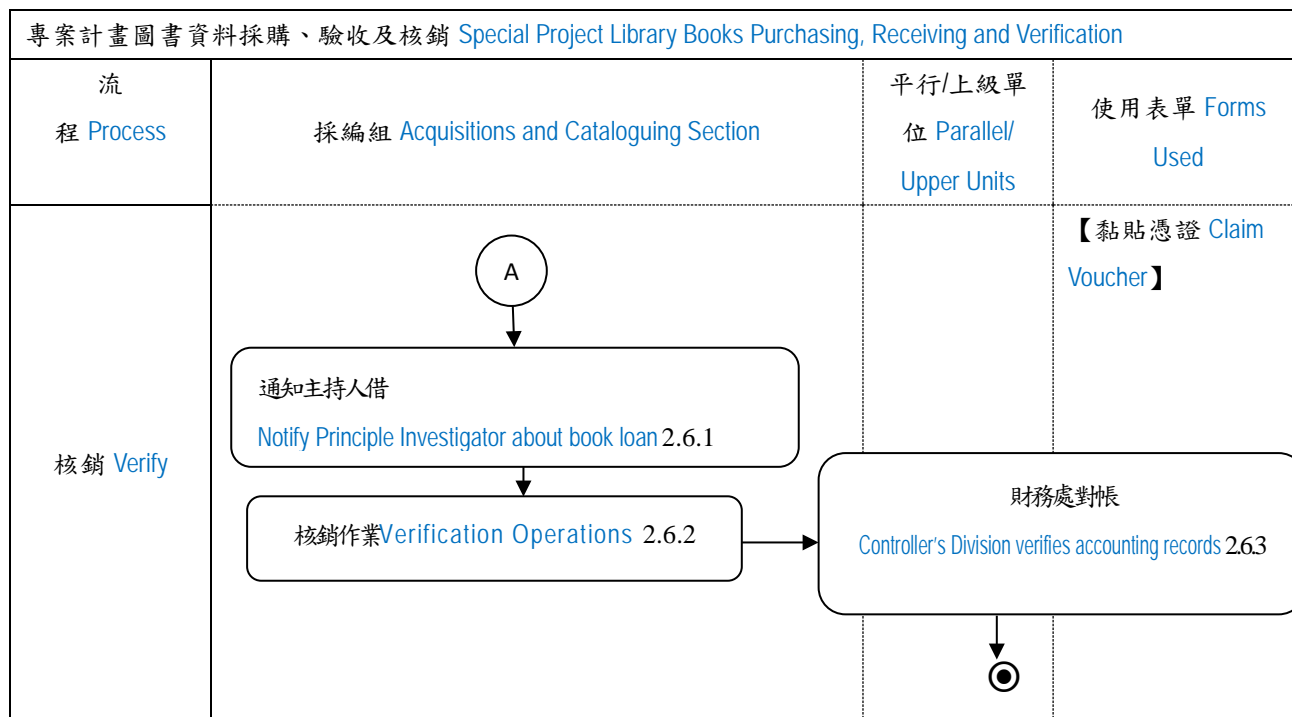
1. 流程圖 Flow Chart



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2. 作業程序：Operations Procedures:

2.1 推薦作業：Recommendation Procedure:

2.1.1 推薦專案計畫新書。Recommend new books for special project.

2.1.2 主持人自行購書：Principle Investigator buys the books:

2.1.2.1 國內購書低於新台幣三萬元以下時，附發票及交書清單，超過三萬元(含)以上時另附三家估價單。Domestic book purchases of less than NT\$30,000 should attach receipt(s) and Book Delivery Packing Slip(s). If the purchase is NT\$30,000 or more, quotations from three different vendors should also be attached.

2.1.2.2 向國外購書需附原始發票、交書清單及匯率表等，主持人自行採購使用刷卡方式時，尚需附銀行對帳單。Overseas book purchase(s) should include original Invoice, Book Delivery Packing Slip, and Exchange Rate Table. Principle Investigator who purchases on his/her own by credit card payment should also include the bank's billing statement.

2.1.2.3 確認購書經費是使用該計劃的圖書費用。Confirm book purchase funds are from the library book budget of the right project.

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2.1.2.4 確認計劃期限與採購期限是否符合。Confirm project deadline conforms to purchasing deadline.

2.1.3 圖書館代購：主持人如不自行購買，可交圖書館採購。主持人須填寫新書推薦單。Library purchases the books: If principle investigators do not purchase on their own, the Library can act on their behalf. Principle investigator must fill in the New Book Recommendation Form.

2.1.4 建立採購檔：請書商給予訂購清單及簡編檔。Set up Purchasing File: Ask book vendors for a Purchase Order and simplified file.

2.2 查核複本：查核是否有複本。Check for duplicate: Check if this will be a duplicate of an existing book.

2.3 訂購：Place Order:

2.3.1 若為多餘複本，則不採購。If this will be a duplicate, no purchase will be made.

2.3.2 比價作業：Parity Price Operations:

2.3.2.1 中文書超過三萬元，需找三家廠商比價，由最低價廠商承作，購書折扣價參考共同供應契約之價格。If the price for Chinese books exceeds NT\$30,000, price comparison among three vendors is required and the vendor offering the lowest price takes on the order. Refer to price for book purchase discounts using inter-entity supply contracts.

2.3.2.2 西文書採共同供應契約採購，與書商簽訂合約。Use inter-entity supply contract to purchase western books and to sign a contract with book vendors.

2.3.3 呈核公文。Present Official Document.

2.3.4 圖書館下訂圖書資料/計劃主持人自行購 Library Book Order Info / Books Purchased by Project Investigator

2.4 驗收：Receiving:

2.4.1 新書到館驗收 Receive new books into the library collection.

2.4.1.1 驗收數量與金額是否符合交書清單，核對書名、作者、版次、出版年、裝訂及ISBN等資料。Check if delivered quantity and cost match Book Delivery Packing Slip as well as book's name, author, edition, publication year, bookbinding, and ISBN.

2.4.1.2 外文書籍需核對國外原始發票、即期匯率及折扣價等資料。For foreign books, the invoice, spot exchange rate and discount price must also be checked.

2.4.1.3 蓋驗收日期章。Affix received date seal.

2.4.1.4 核對書和系統裡的編目資料是否相符。Check if book vendor's processing

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conforms to book and system cataloguing information.

2.5 編目：Catalogue:

2.5.1 編目加工。Catalogue processing.

2.5.2 更改系統圖書狀態。Change library status in the system.

2.6 核銷：Verify:

2.6.1 通知主持人借閱：需夾張紙條寫上老師姓名。Notify Principle Investigator for book loan: Must attach a note to the book with the faculty member's name.

2.6.2 核銷作業：Verification Operations:

2.6.2.1 粘貼憑證、交書清單、訂購清單及發票等資料核銷，憑證上註明「用途說明」。
Using Claim Voucher to verify library book budget; attach Book Delivery Packing Slip, Purchase Order, and Invoice and indicate the purposes.

2.6.2.2 核銷時由承辦人、館長、各單位承辦人、主管簽名(或蓋章)及加註日期。Upon verification, responsible staff, Dean of the Library, responsible staff and supervisor of each unit, and President should sign or seal with date.

2.6.3 財務處對帳。Controller's Division verifies accounting records.

3. 控制重點：Key Control Points:

3.1 計畫主持人的推薦清單是否符合銘傳大學圖書館圖書資料推薦原則。Does recommendation list from the principal investigator conform to Ming Chuan University Principles for Recommending Library Books?

3.2 圖書送書到館數量是否與交書清單符合。Does library book quantity delivered to the Library conform to Book Delivery Packing Slip, Purchase Order?

3.3 採購流程是否符合銘傳大學圖書館館藏資源採購辦法。Do purchasing procedures conform to Ming Chuan University Procedures for Purchasing Library Books?

3.4 採購的圖書資料經費是否符合專案計畫經費規範。Does budget for purchasing library book conform to the special project budget standards?

4. 使用表單：Forms Used:

4.1 新書推薦單 (國科會 科技部計畫、專案計畫用) New Book Recommendation Form (for Ministry of Science and Technology Project, Special Project)

4.2 訂購清單 Purchase Order

4.3 合約書 Contract

4.4 簽呈 Information Petition

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4.5 交書清單 Book Delivery Packing Slip

4.6 黏貼憑證 Claim Voucher

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

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

5.2 銘傳大學圖書館圖書資料推薦原則 Ming Chuan University Principles for Recommending Library Books