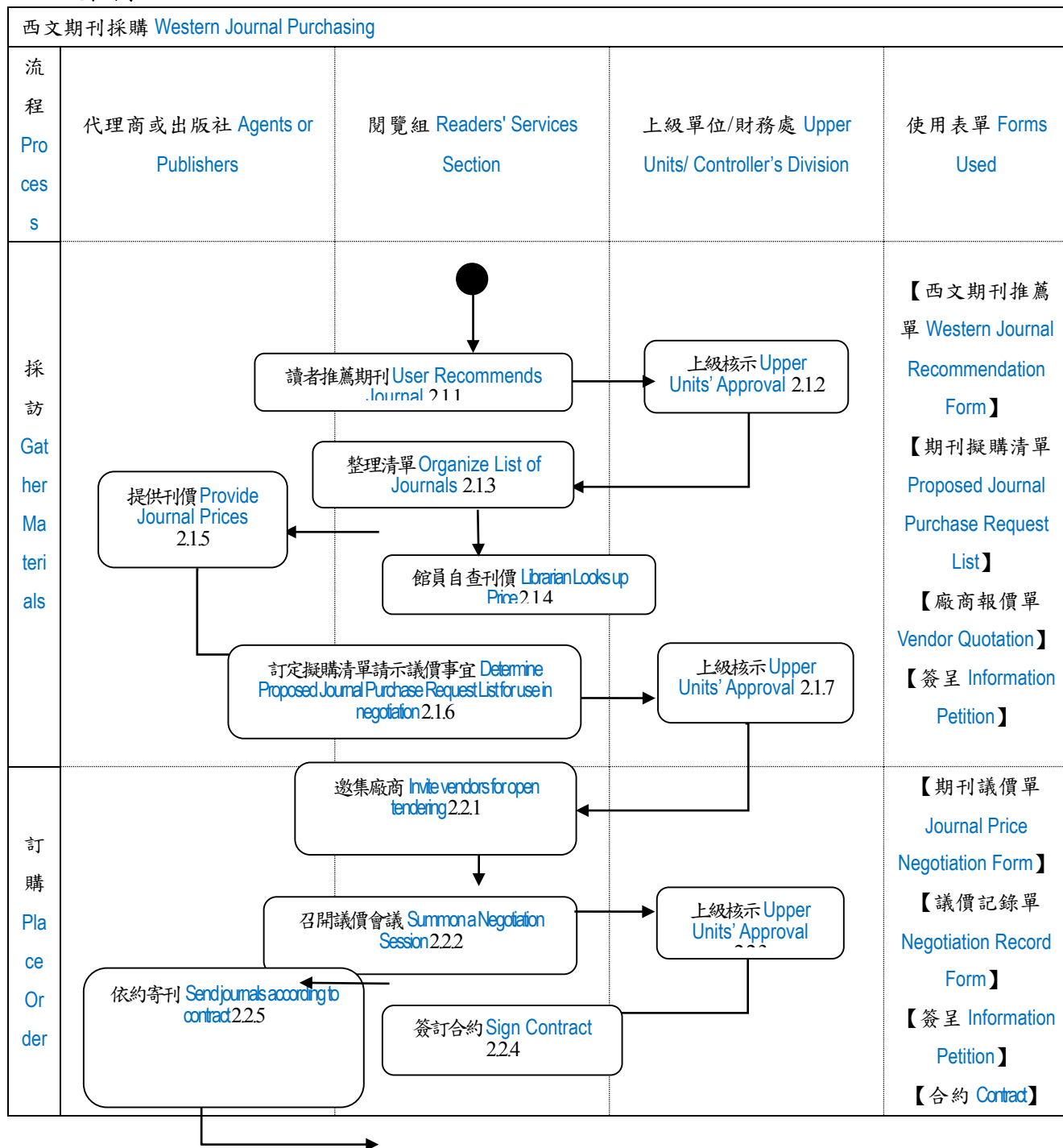


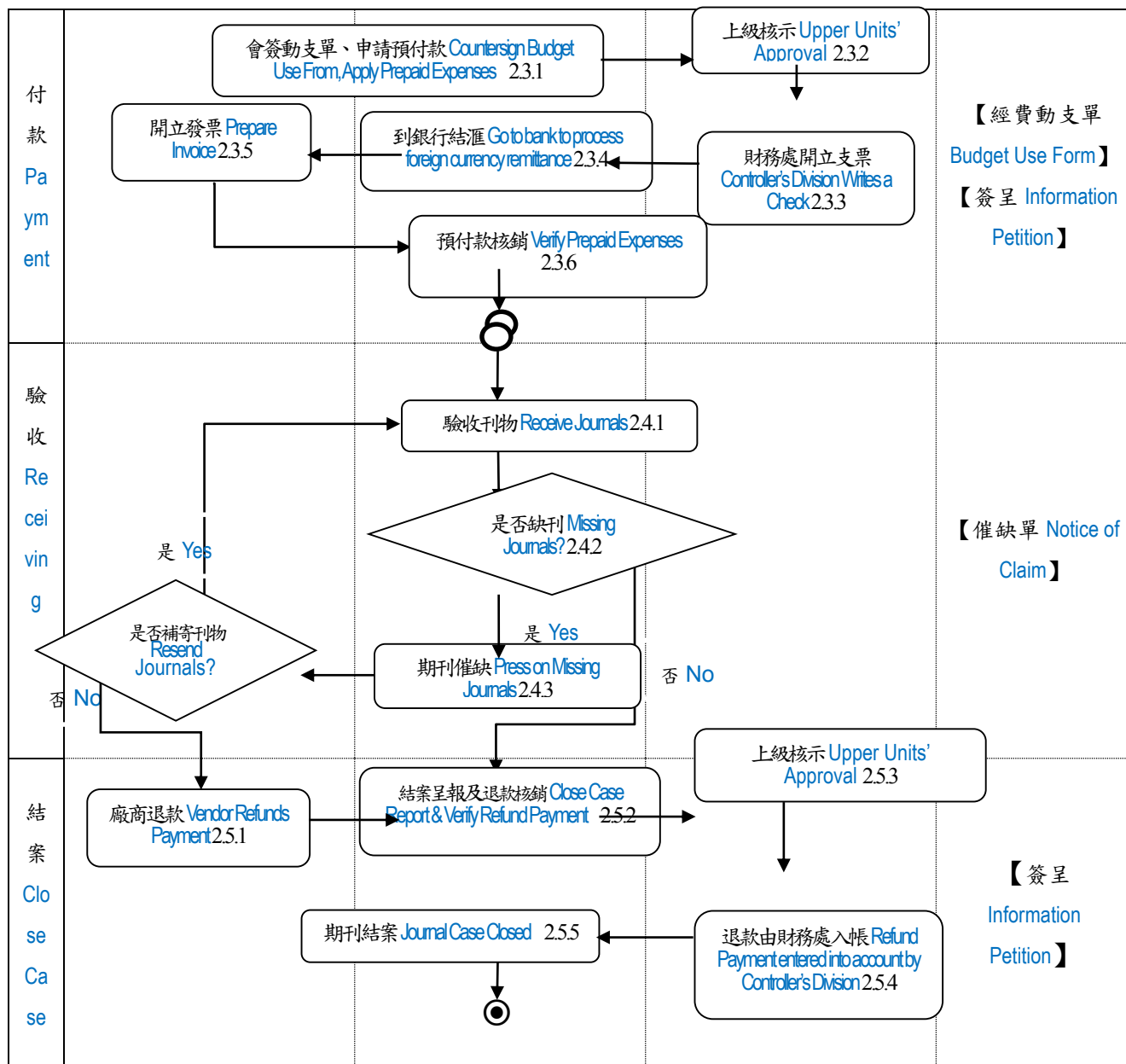
文件名稱 Name of Document	內部控制制度-西文期刊採購 Internal Control Mechanism- Western Journal Purchasing		
文件編號 Document No.	0721-002	文件編號 Document No.	0721-002
提案單位 Proposing Unit	圖書館 Library	提案單位 Proposing Unit	圖書館 Library

西文期刊採購 Western 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

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present for President's approval.

2.1.3. 整理清單(含新訂及續訂期刊)。Organize List of Journals (including new journals and those to be renewed).

2.1.4. 館員至出版社網站自行查詢期刊價目。Librarian looks up prices on publishers' websites.

2.1.5. 請廠商提供最新刊價，再與館員查得之刊價做比較，以確認刊價之正確性。Ask vendors to provide the newest prices and compare with the librarian's to ensure the accuracy.

2.1.6. 訂定期刊擬購清單。報告上級單位擬以議價方式請購下一年度之期刊，並請指派議價主持人。議價前由館長向校長請示底價。Determine Proposed Journal Purchase Request List. Report to upper units about purchasing journals for the next academic year through negotiation and request that a negotiation session chair be appointed. Prior to negotiations, the Dean of the Library should ask the President for base price.

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

2.2 訂購 Place Orders

2.2.1. 邀集廠商公開議價，通知校內參與議價人員出席，出席人員除廠商代表外，校內出席人員有：議價主持人、財務長、審核人員、採購組組長、館長。Invite vendors for open tendering and notify the university's internal negotiation staff to attend the session. Besides representatives of vendors, attendees include the negotiation session chair, Controller, auditing staff, Purchasing Section Chief, and Dean of the Library.

2.2.2. 召開議價會議。議價過程，廠商有三次出價機會，出價若進入底價，則完成議價程序，並由經辦人做議價紀錄。Summon a negotiation session. During the negotiation process, a vendor has three opportunities to quote a price. Once a quote enters into base price, the negotiation procedures are completed. The responsible staff member should record the negotiation.

2.2.3. 議價結果呈報上級，並呈請准予合約用印。The negotiation results are then reported to upper units with a request to affix the university seal to confirm the contract.

2.2.4. 與代理商簽定1年9個月效期之合約。Sign a one year and nine month contract with the vendor's agent.

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2.2.5. 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. 館員收到代理商之 invoice 查核無誤後，依近期匯率估算期刊總價由美金兌換為台幣之金額，至預算系統列印經費動支單，並會簽相關單位。上文申請預付款。Upon receipt of invoice, which is confirmed to have no mistakes, the library staff should estimate the total cost by converting from USD to NTD according to the recent exchange rate. Print out Budget Use Form from the Budgeting System and have relevant units to countersign an official document to request expense be prepaid.

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

2.3.3. 財務處開立支票。Controller's Division writes a check.

2.3.4. 本館經辦人到銀行結匯。Responsible library staff member goes to bank to process foreign currency remittance.

2.3.5. 代理商收到匯款後開立正式發票。Upon receipt of remittances, vendor's agent should prepare an official invoice.

2.3.6. 經辦人收到發票後進行預付款核銷。Upon receipt of invoice, responsible library staff member should proceed with prepaid expense verification.

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，向國外總部申請補寄刊物。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 ask overseas headquarters to resend the journals. If agent cannot resend the journals, they should refund the payment according to the price on a single volume of the journal. If

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journals are 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. 期刊之退款由財務處入帳。 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 西文期刊推薦單 Western 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 期刊議價單 Journal Price Negotiation Form

4.3 議價記錄單 Negotiation Record Form

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:

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