

## Key Note for Tamkang University Payment

TKU Regulation No. 1030000036 (27/06/2014)

- 1、This Note is established for the purpose of enhancing efficiency and security of payment by Tamkang University.
- 2、Save for approved refund of student tuition fee, which shall be paid by fee office's petty cash, all payments must be processed according to the approved invoicing procedures.
- 3、In principle, payments are made in cash, cheque or transfer. All payment under same invoice must be process in same manner. Save for subsidies to the students, one invoice is limited to one check. The check drawn must be demand, crossed, named or not transferrable.
- 4、In order to effectively control demand of every day cash payment, anyone drawing amount exceeding NT\$100,000 a day must inform fee office 24 hours prior to the withdraw or before 09H00 on the day of withdraw to allow fee office to prepare the cash.
- 5、In compliance with Article 6-8 of the Ministry of Education Approval of Subsidy and Funds Manual: "Save for small payment which may be paid in advance, all subsidy and other payment by this Ministry must be paid directly to the payee and not to any other person". All payment exceed NT\$10,000 must be processed by fees office to the payee directly. Same applies with to other department (such as Ministry of Science and Technology).
- 6、The invoice issued by the University's departments must comply with the following:
  - (1) If the payee is University's employee:
    - A. Payment will be made in cash, check or transfer according to the amount, purpose and whether or not it is emergency.
    - B. In case of transfer: Person requesting the payment must provide payee's account detail to the fee's office. If the transfer is not done through post office, payee is responsible for any costs incurred.
    - C. In case of cash or check:
      - (a) Collection by payee: Must provide identity document with photo (identity card or employee card) for verification. Person collecting must sign on the receipt after collection.
      - (b) Collect by authorized agent: Must provide the payee and the agent's identity documents with photo (identity card or employee card) for verification. Person collecting must sign and seal with payee's seal on receipt after collection.

- (2) In case of payment to student (such as various subsidies)
- A. In principle, payments are made by transfer. Office doing the transfer must provide all information needed on the prescribed form.
  - B. If cash or check payment is required in special circumstances, office doing the transfer must provide information and payment register needed for the case or check.
  - C. In case where students are collecting cash or check:
    - (a) Collection by payee: Must bring collection notice, identity document with photo (student card or identity card) for verification and sign on the collection notice and register.
    - (b) Collection by authorized agent: must bring collection notice, payee and agent's identity documents with photo (student card or identity card) for verification. Attach copy of both identity documents on the collection notice and send it to finance office with invoice after collection for record. Payee must sign or seal on the collection notice and register, agent must also sign and leave contact number.
    - (c) In case of authorized cash payment, save for refund of student's dormitory deposit which authorization period shall be 4 weeks, all authorized cash payment are limited to 1 week. In case of period exceeding the above, the person applying for the payment must collect the balance to fees office for verification to be used as petty cash.
- (3) In case of payment to supplier
- A. Supplier's accounts are checked every 10 days. All invoices for same supplier are paid together. If total amount for single supplier is less than NT\$10,000, contact supplier and request the supplier to collect at the University or transfer the fund to the supplier after deduction of any payable admin charge.
  - B. If the total amount for single supplier exceeds NT\$10,000 for the 10 day reconciliation period, supplier will be paid by check. It takes approximately 10 working days from drawing to printing of the check.
  - C. Once the check is printed, fee office will contact supplier for collection at Tamsui or Taipei campus.
  - D. When supplier collect cash or check at the University, person collecting must seal on the receipt with the same seal appears on the payment request form and sign.
  - E. If supplier cannot be present to collect the check, supplier should provide registered return envelope.

7、In case of payment for promotion or cooperative education:

- (1) In principle, payment will be made in check, it takes approximately 10 working days from drawing to printing of the check.
- (2) Upon the printing of the check, fee office will contact payee for collection.
- (3) In case of remittance check or collection:
  - A. Collection by payee: must provide identity document with photo (identity card or employee card) for verification and sign on the receipt.
  - B. Collection by authorized agent: Must provide identity document of payee and the agent (identity card, student card or employee card) and payee's seal. Sign on the receipt and seal with payee's seal.
  - C. Except for payment to the supplier, if the payment is made by check remittance, complete payee's account detail as provided by the person request the payment. Payee is responsible for any admin fees.
- (4) Upon collection of check by supplier at the University, person collecting must seal on the receipt with the same company and personal seal appear on the invoice and sign.
- (5) If supplier cannot be present to collect the check, supplier must provide registered return envelope.

8、Collection of student refund already approved by the finance office:

- (1) Collection by payee: Must bring refund notice and identity document with photo (student card or identity card) for verification and sign on the refund notice.
- (2) Collection by authorized agent: Must bring refund notice, identity document with photo for both agent and payee, attached both identity document on the refund notice and forward to finance office after collection for record. Payee must sign or seal on the refund notice, agent must sign and provide contact number.
- (3) In case of transfer: Must provide payee's account detail. Payee will be liable for all admin charged incurred.

9、Anything not contained in this Note will be regulated by relevant laws.

10、This Note will be submitted to the principle for approve once passed by general affairs resolution and effective from the date of publish. Same applies to any amendments.