

National Cheng Kung University Guidelines for Departments / Faculty Members Purchasing Academic Materials Abroad

Revised and approved by 139th Administrative Meeting, Oct. 6th, 1999

1. Purchasing Budget

- (1) For budget not from personal research plans, it has to be approved by the head of department and graduate institute before paying by the department, or paying from department and graduate institute allocation fund of library books expenditure (Please consult for budget first.) (Application Form).
- (2) If the purchase is more than NT10,000 by disbursement, it has to apply for approval from the University, and the total purchase amount should not exceed NT100,000.

2. Restriction for purchases

- (1) Due to copyright related issues, do not purchase books even if the price is favorable, however, with conditions such as only available for association members, or with a limit of publication areas such as with the note of no sales out of local county, or videos not for public viewing.
- (2) Do not subscribe journals, except special issues or back issues of journals that Library does not have.
- (3) Do not purchase electronic database and computer software since it involves the budget of intangible assets. If it is needed, please recommend the department or the library to evaluate and purchase following routine purchasing procedures after returning to the country.
- (4) Do not purchase duplications. (Publication with the same title, writer, publisher and version is called duplication). Before purchasing, please look up the information on the Library's website at <http://webpac.lib.ncku.edu.tw> or http://www.lib.ncku.edu.tw/www2008/index_eng.php.
- (5) All the materials have to be new without making any underlines and notes on the content.
- (6) Purchaser has to take the responsibility, in order to get reimbursed, for any material that is not purchased according to the guideline or purchasing procedures.

3. Applying for reimbursement

- (1) At least one month before the end of fiscal year, please prepare related documents such as the formal invoice (sample is available in the Library), books, disbursement approval, or explanation (if the amount is more than NT10,000, but less than NT100,000), and indicate the budget subject used for processing reimbursements. Invoice should specify the name of the bookstore, the title of the books, numbers of books, prices and the purchase date for the convenience of reimbursement.
- (2) The exchange rate is according to the close price on the purchase date.

Note:

1. This is a translated version, all the contents shall be based on the Chinese original.
2. In case of any discrepancy between the English translation and the Chinese version, The Chinese version published on NCKU's official website shall prevail.
3. If there are any changes made to the Acts or regulations, the application instruction shall be based on amended regulation.