**大學校院教師執行計畫提醒事項**

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| 1. | 執行補助或委辦計畫經費應遵守撥款單位相關規定辦理。 |
| 2. | 依教育部 98 年 7 月 13 日台人(一)字第 0980089039A 號函規定，國立大專校院專任教師不得有未透過學校行政作業而接受委託研究之情事，應由學校具名簽訂合約。 |
| 3. | 向機關申請支付款項，應本誠信原則對所提出之支出憑證之支付事實真實性負責，如有不實應負相關責任。 |
| 4. | 計畫所需人員（含專任助理、兼任助理及臨時工等助理人員）之進用應符合利益迴避原則。 |
| 5. | 執行計畫辦理財產、物品或勞務採購時，應依照相關規定辦理。除科研經費採購依「科學技術基本法」規定，得不適用採購法外，超過 15 萬元之採購案應依照政府採購法辦理招標，不得意圖規避政府採購法，分批辦理採購。 |
| 6. | 辦理各項支付，超過 1 萬元（零用金限額）之公款依規定應簽發公庫支票或以存帳入戶方式逕付廠商，若有特殊狀況，須由承辦人先行預借或墊付者，應專案簽准後辦理。 |

### **Reminders to University Faculty for Project Implementation**

1. Project funds from subsidies or commissions must be managed in accordance with the regulations of the relevant agency funding the project.
2. According to the Ministry of Education's directive dated July 13, 2009, (Tai Ren (Yi) Zi No. 0980089039A), full-time faculty at national universities and colleges must not accept commissioned research without going through the university's administrative procedures. Contracts must be signed under the university's name.
3. When applying for payments from agencies, faculty must respect academic and professional integrity and ensure the authenticity of the expense receipts submitted. They are responsible for any discrepancies or false claims.
4. When hiring personnel needed for the project (including full-time assistants, part-time assistants, and temporary workers), faculty must avoid conflicts of interest.
5. Property, goods, or services procured for the project must follow relevant regulations. Except for scientific research funds procurement under the "Fundamental Science and Technology Act," which may not be subject to the Government Procurement Act, procurement exceeding NT$150,000 must be tendered in accordance with the Government Procurement Act. It is prohibited to split procurement into smaller parts to evade the Government Procurement Act.
6. For payments exceeding NT$10,000 (the petty cash limit), public funds should be disbursed via government treasury checks or direct account transfers to vendors, as per regulations. If special circumstances require an advance or prepayment, special approval must be obtained before proceeding.