

Yuan Ze University Regulations for Property Management

October 8, 1990, Passed by the 6th Executive Council Meeting of the 1990 Academic Year

May 4, 1992, Amended by the 24th Executive Council Meeting of the 1991 Academic Year

December 7, 1992, Amended by the 18th Executive Council Meeting of the 1992 Academic Year

August 30, 2004, Amended by the 2nd Executive Council Meeting of the 2004 Academic Year

September 1, 2008, Amended by the 1st Executive Council Meeting of the 2008 Academic Year

February 20, 2012, Amended by the 9th Executive Council Meeting of the 2011 Academic Year

April 2, 2014, Amended by the 18th Executive Council Meeting of the 2013 Academic Year

May 27, 2015, Amended by the 22nd Executive Council Meeting of the 2014 Academic Year

May 3, 2017, Amended by the 18th Executive Council Meeting of the 2016 Academic Year

October 31, 2018, Amended by the 6th Executive Council Meeting of the 2018 Academic Year

March 11, 2020, Amended by the 17th Executive Council Meeting of the 2019 Academic Year

July 20, 2022, Amended by the 26th Executive Council Meeting of the 2021 Academic Year

April 10, 2024, Amended by the 16th Executive Council Meeting of the 2023 Academic Year

Article 1. The management of the University's property shall be handled by the provisions of these Regulations, in addition to the relevant provisions of the "Standard Classification of Property" promulgated by the General Office of the Comptroller and Auditor of the Executive Yuan.

Article 2. The property mentioned in these Measures refers to land, land improvements, housing construction and equipment, machinery and equipment, traffic and transportation equipment, and miscellaneous equipment with more than NT\$10,000 and a service life of more than two years, as well as equipment with a unit price of Non-consumable items exceeding NT\$5,000 but less than NT\$10,000 and with a useful life of more than two years. Other regulations apply to the university's books. The service life of the property shall refer to the standard classification regulations on property promulgated by the Directorate-General of Budget, Accounting and Statistics of the Executive Yuan.

Article 3. The rights and responsibilities of property management are divided as follows:

1. The Business Management Section of the Office of General Affairs: the main body of the property management of the whole school, determines the accounting subjects of requisitioned equipment, is responsible for the accounting and management of the property, and is responsible for the inventory and inspection of the property.
2. General Accounting Office: is responsible for reviewing the property books and vouchers and be responsible for supervision.
3. Office of Library and Information Services: is responsible for the management of books.

4. The user unit is responsible for accepting all equipment of the unit and designates a particular person to be responsible for the custody and maintenance of the property.
5. Non-consumable items shall be managed by the user unit and shall be responsible for the storage of the items.

Article 4. The types of property registration certificates are as follows:

1. Property Acceptance Certificates: to registered accepted property.
2. Property Transfer Certificates: to register the transfer of property.
3. Property Scrapping Certificates: to register the disposal of Property.

Article 5. The acceptance of equipment property and construction equipment is as follows:

1. After purchasing equipment and property, the requisitioning unit shall fill out a written "Equipment Preliminary Inspection Record Form." The supervisor of the requisitioning unit shall serve as the chief inspector. The Business Management Section of the Office of General Affairs shall inspect and the General Accounting Office shall supervise (for the purchase of more than NT\$1 million, the Director of Accounting shall attend in person or by his or her agent) to complete the property acceptance and account management.
2. If the initial inspection fails, the "Equipment Re-inspection Record Form" should be attached to the original "Equipment Preliminary Inspection Record Form" and resubmitted.
3. If it is a property with large power and special hydropower needs, it should be inspected by the Construction Maintenance Section of the Office of General Affairs and the Environmental Protection and Occupational Safety and Health Center to confirm that it meets the safety requirements before it can be resent for acceptance.
4. To complete the property acceptance procedure, the requisitioning unit shall upload the "Equipment Initial Inspection Record Form", and "Equipment Re-inspection Record Form" if any, as a written proof of case closure to the budget accounting system and fill in the applicable fields in the budget accounting system. Upon the approval of the Dean of General Affairs, with oversight by the General Accounting Officer, the requisitioning unit shall print the requisition form and send it to the General Accounting Office to close the case (see Annex I for details of the acceptance process). For the acceptance of construction equipment, the Construction Maintenance Section shall complete the funding request form, submit the form to the requisitioning unit for approval and confirmation, and return to the Office of General Affairs to request funds (the acceptance process is detailed in Annex II). The Business Management Section of the Office of General Affairs shall then register the property.

Article 6. Property acceptance formalities are completed, the Business Management Section of the Office of General Affairs shall create a property label indicating the source of funds of the requisition and provide it to the user unit. The user unit shall paste the label on an obvious place of the property.

Article 7. The transfer of property is as follows:

1. The units transferring property shall fill out the "Property Transfer Notice." After approval by the heads of both transferring units, the form shall be submitted to the Business Management Section of the Office of General Affairs for transfer registration.
2. If there is a change in the unit's personnel (including resignation), the "Property Transfer Notice" shall be filled in. The head of the unit shall appoint a receiver to sign for receipt. After being approved by the head of the unit, it shall be sent to the Business Management Section of the Office of General Affairs to register the transfer.

Article 8. When the university president (unit head) changes, the Business Management Section of the Office of General Affairs shall prepare the property inventory of the whole school (unit) and provide for the property transfer.

Article 9. When the property has reached the minimum service life and can no longer be used, an application for scrapping the property may be submitted.

1. With the consent of the head of the unit, the property custodian shall submit an application to scrap the property within the schedule of the annual scrapping operation; send the request to the property appraisal group meeting for deliberation; and after the completion of the re-inspection of the scrapped property, obtain final approval from the university president (or his designated agent). The scrap shall be removed from the budget accounting system.
2. The Business Management Section of the Office of General Affairs shall invite three resource recyclers with waste removal (treatment) agency licenses to provide quotations for paid recycling.
3. The property appraisal team decides on the current year's waste recycling vendors.
4. All proceeds from the sale of waste products will be transferred to the Faculty and Staff Welfare Fund.

Article 10. When the property has not reached the minimum service life but loses its original effectiveness, damage, loss, or must be replaced due to scientific and technological progress, the property custodian may apply for scrapping within the schedule of the annual scrapping operation. With the consent of the head of the unit, the property custodian must provide a detailed explanation for application, and send it to the property appraisal group meeting for deliberation. Upon approval, the property will be scrapped and removed from the budget accounting system.

Article 11. The property appraisal team and responsibilities are as follows:

1. Group: composed of the Chief Secretary, the Dean of Office of General Affairs, the Director of Accounting Office, the Deputy Dean of Office of General Affairs, and the head of the Business Management Section of the Office of General Affairs.
2. Duties: (1) If the property has lost its effectiveness, the team will evaluate whether it has restoration value. (2) In the event of damage to or loss of property, the team will determine liability. (3) Assess the necessity of replacing the old with the new.

Article 12. The custodian of the property shall be liable for loss, damage, or other accidents causing damage to the custodial property, except where the property appraisal team has ascertained that the custodian has exercised managerial due diligence and may be exempted from liability. The following procedures apply to the loss or damage of property:

1. If the property damage can be repaired, the property custodian shall bear the cost of the repair.
2. If the property is lost or damaged, the custodian shall be responsible for the compensation price.
3. The compensation price shall be based on the property's acquisition price and adjusted for depreciation.

Article 13. The property's location shall principally be within the university campus. However, when the property needs to be moved off-campus for use or storage due to teaching or research needs, the relevant lending record shall be completed: The "Loan Form for Bringing Property Off-Campus" (for individual use) or "Property Loan and Return Form" (loaned to off-campus units). Property may only be taken off-campus after approval.

Article 14. If requisitioned property is placed outside the school before acceptance of the property (pursuant to Article 5 of these Regulations), the "Property Loan and Return Form" shall be completed for inspection in addition to the procedures provided under Article 5 of these Regulations.

Article 15. During inventory, if the physical property cannot be inventoried because it is taken off-campus or loaned, the property custodian shall present the "Loan Form for Bringing Property Off-Campus" or the "Property Loan and Return Form" for inspection.

Article 16. When the loaned property is returned, the property custodian shall check the condition of the borrowed property and fill in the return record in the "Property Loan Form for Bringing Out of the Campus" or "Property Loan and Return Form" for future reference.

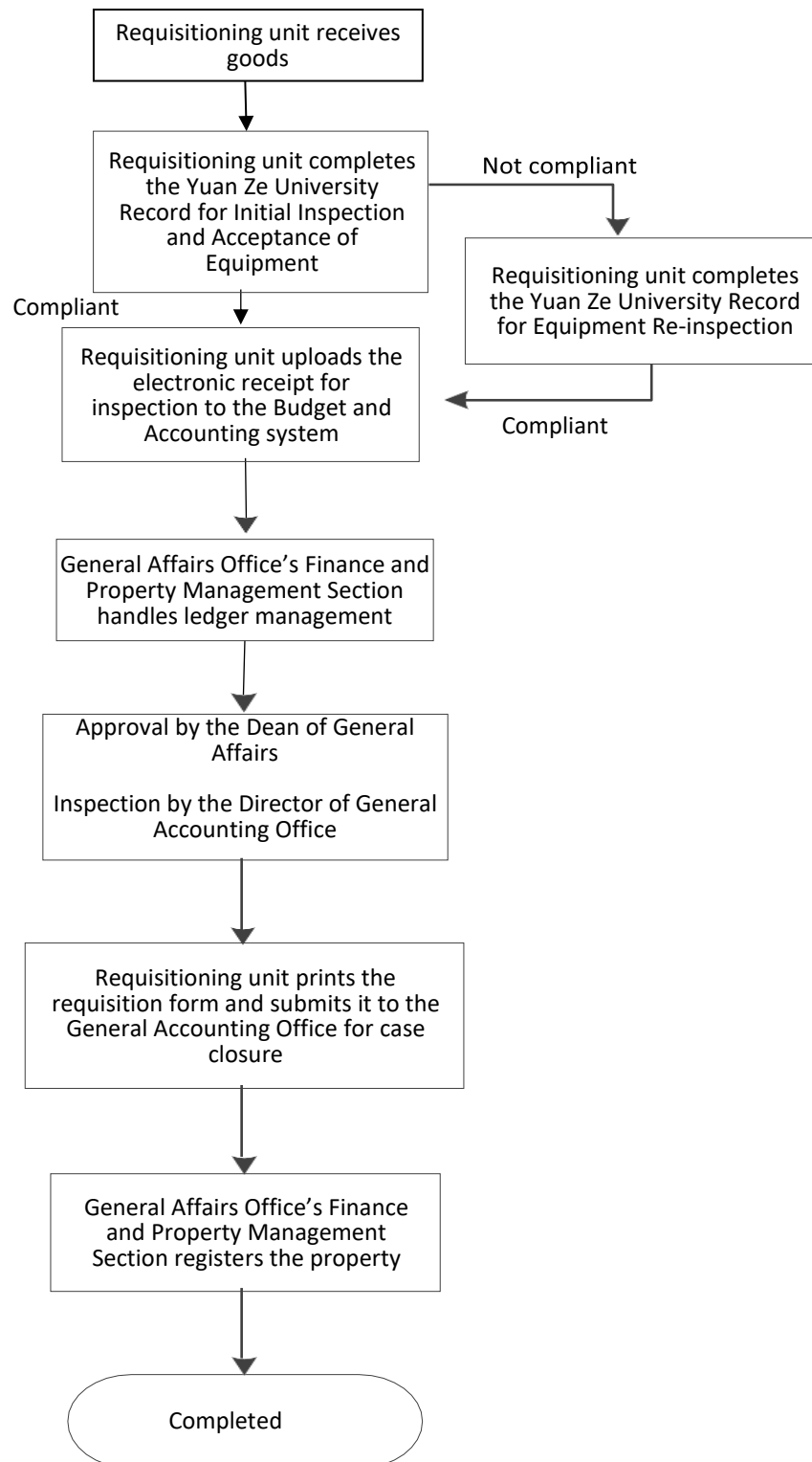
Article 17. The custodian of the property shall fulfill the responsibility of custody, and the use and maintenance of the property may be based on the actual use of the property, and the use record and maintenance record shall be prepared for future reference.

Article 18. Pursuant to the university's book balance system, inventory is carried out annually and as necessary.

Article 19. These regulations shall take effect upon approval by the Executive Council Meeting. Amendments shall follow the same procedure.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.

Appendix 1 Flowchart for Equipment and Property Acceptance Process



Appendix 2 Flowchart for Engineering Procurement Equipment Acceptance Process

