

國立成功大學各單位辦理財物移撥處理原則

NCKU Principles for Transferring Properties

100 年 5 月 18 日第 706 次主管會報通過

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- 一、國立成功大學(以下簡稱本校)為利資源共享，以符學校利益，特訂定本原則。
 1. These Principles are established specifically to facilitate the sharing of resources at National Cheng Kung University (the University) in the interest of the University.
- 二、本原則所稱移撥，係指將財物移轉至同級政府機關(學校)，或將財物贈與非同級政府機關(學校)。
 2. Transfer herein refers to the transfer of properties to government agencies (or educational institutions) of the same level, or donation of properties to government agencies (or educational institutions) of a different level.
- 三、本校校務基金全額購置之財物，或校務基金與委託、補助計畫共同購置之財物，以不移撥為原則，但因特殊原因有移撥之必要者，經使用管理單位之相關會議同意後，簽陳核處。
 3. In principle, properties purchased completely with the University Endowment Fund or purchased jointly with the University Endowment Fund and under an authorized or sponsored project are not to be transferred or allocated. When such transfer is required due to special reasons, however, it is subject to prior approval through related meetings of the managing unit and submission to be signed off.
- 四、各使用管理單位執行委託、補助計畫案全額補助購置之財物，因財物使用人離職至其他機關(學校)任職，需辦理財物移撥，應以委託、補助單位指定辦理事項尚未結案，且非資訊類者為原則。但已結案者，欲辦理移撥之財物，使用管理單位應先將欲移撥之財物公告，提供該單位內同仁移轉使用，未獲單位內同仁移轉使用之財物，經單位相關會議同意後，再於本校總務處資產保管組閒置財物網頁公告，仍未有其他同仁辦理移轉使用之財物，始得辦理移撥。
 4. For properties purchased completely under an authorized or sponsored project by each managing unit, if the property user resigns and works for another agency (or educational institution) and transfer of such properties is needed, it shall be limited to tasks designated by the authorizer or sponsor and not yet closed that are not information technology-related. For tasks that are already closed but transfer of the properties is still intended, the managing unit shall first provide its staff with the transfer announcement to facilitate such transfer or allocation. For properties that are not transferred and used by the staff, once approved through the related meetings of the unit, they will be announced on the web page for idle properties of the Property Management Division of the University's Office of General Affairs. Only properties that have not yet been transferred and used by other staff may be transferred.

- 五、本校教師與其他機關(學校)人員共同取得計畫所購置帳列本校之財物，由其他機關(學校)共同計畫主持人使用者，得依相關法規辦理移撥。
5. For properties that are purchased for a project jointly implemented by the faculty in the University and staff at other agencies (or educational institutions), undergo accounting at the University, and are used by co-principal investigators at other agencies (or educational institutions), transfer may be done according to the applicable laws and regulations.
- 六、委託、補助計畫購置之財物，其移撥程序如下：
6. For properties purchased under an authorized or sponsored project, the transfer procedure is as follows:
- (一)同級政府機關(學校)：移撥單位報請補助機關同意，再陳報教育部核准後，將相關同意資料逕送總務處資產保管組續辦。
- (1) Government agencies (educational institutions) of the same level: The transfer unit is to obtain approval from the sponsor and then approval from the Ministry of Education before sending the related approval materials to the Property Management Division, Office of General Affairs to be processed further.
- (二)非同級政府機關(學校)：移撥單位報請補助機關同意，再陳報教育部核轉行政院核定變更為非公用財產後，將相關核准資料逕送總務處資產保管組續辦。
- (2) Government agencies (educational institutions) of a different level: The transfer unit is to obtain approval from the sponsor and then submit it to the Ministry of Education, which will forward the case to the Executive Yuan for approval of changing the properties to be non-public ones before sending related approval materials to the Property Management Division, Office of General Affairs to be processed further.
- 七、本原則經主管會報通過後實施，修正時亦同。
7. These Principles are to be enforced following approval through the Executive Board meeting. The same shall apply to their revisions.