

Regulations Governing the Allocation of Funds Yuan Ze University

- Article 1: These regulations apply to the allocation of funds requested by YZU to the Board of Directors.
- Article 2: Applications for fund allocation should be submitted to the Board of Directors at least seven days before the requested allocation date.
- Article 3: The fund allocation application (in triplicate) shall be filled out by the Head of the Finance and Property Management Section. After approval by the Dean of General Affairs, the Director of the General Accounting Office, and reapproval of the President, the application shall be submitted to the Board of Directors for fund allocation.
- Article 4: The Head of the Finance and Property Management Section shall specify the purpose of the funds on the application form.
- Article 5: After completing the payment procedures, the person in charge of payments for the Board of Directors shall retain the first copy of the application form and return the second and third copies to the General Accounting Office and the Finance and Property Management Section, respectively.
- Article 6: In accordance with the payment dates (regular expenses, except for salaries, are paid every Thursday; capital expenses are paid on the 15th and 30th of each month), monthly expenses for regular expenses should be applied before the 8th of each month, and expenses for capital expenses should be applied before the 8th and 23rd of each month.
- Article 7: These regulations shall be implemented after approval by the Chairman of the Board of Directors. The same procedure applies to amendments.