為避免逾經費核銷期限，請各單位就履約完成之採購案，完成查驗，於經費執行截止期限(或年度結束)15日前，送達採購組辦理驗收。

To prevent expenditure overdue, all units must complete the examination of their procurement in accordance with the agreement and submit the procurement to the Purchasing Division for inspection by 15 days before the deadline of budget implementation or end of the year.

一、依「國立成功大學採購辦法」第十一條第一項第二款規定辦理，採購金額逾新臺幣10萬元需辦理驗收。

1. In accordance with Paragraph 1.2 of Article 11 of NCKU Procurement Regulations, any procurement valued at NT$ 100,000 or above shall be subject to inspection.

二、本校各單位採購需送採購組驗收案繁多，其每週之收件排驗案量常排滿次週(或次二週)之驗收期程。惟有至經費執行截止前，始送案申請驗收之情形，致影響正常排驗流程，暨造成趕辦結案付款之情事。

2. There are numerous cases of procurement that require inspection by the Purchasing Division. The number of cases for troubleshooting per week has required the use of inspection schedules in the following one or two weeks. However, applications for inspection submitted right before the deadline of budget implementation can affect the troubleshooting routine, leading to rushed closing payment.

三、因採購核銷需經採購、驗收、財產登帳等作業時程，請各單位就計畫經費期限，預估各階段合理執行期程，並於經費執行截止期限及年度結束15日前，查驗合格簽名確認後，送達採購組辦理驗收作業，避免延誤經費核銷。

3. Because writing off procurement requires the procedures of procurement, inspection, and property registration, all units must estimate the reasonable schedule of each procedure according to the funding periods of their projects. All cases of procurement must pass the examination with signatures and be submitted to the Purchasing Division for inspection by 15 days before the deadline of budget implementation or end of the year to prevent write-off delays.