

YunTech Office of Student Affairs – Extracurricular Activities Section

Receipt Attachment Form

Academic Year:

Month:

| Receipt No. | Budget Category | Amount | | | | | | Activity Title |
|-------------|-----------------|------------------|---------------|-----------|----------|------|-------|----------------|
| | | Hundred Thousand | Ten Thousands | Thousands | Hundreds | Tens | Units | |
| | | | | | | | | |

| Club Name | Club Handler | Club Verifier | Section Staff | Section Chief |
|-----------|--------------|---------------|---------------|---------------|
| | | | | |

-----Receipt Attachment Line-----

Notes for Improving Processing Efficiency – Ensure All Receipts Include the Following:

1. **Agency Name:** Full name must be indicated (e.g., *National Yunlin University of Science and Technology*).
2. **Date:** Year / Month / Day.
3. **Official Seal:** Business entity's official stamp with **Unified Business Number (UBN)**.
4. **Address:** Include county/city, street name, lane, and number.
5. **Item Details:** Include name, specification, and quantity (especially for goods or construction services).
6. **Unit Format:** Use standard units when possible.
7. **Amount:** Unit price and total must match.
8. **Amount in Words:** Use Chinese uppercase numerals.
9. **Purpose:** Provide specific and detailed purpose.
10. **Stamp Tax:** Apply and cancel stamps as required by law.
11. **Corrections:** Must be stamped again by the business if altered.
12. **Invalid Receipts:** No erasures, alterations, white-out, pencil writing, uneven ink, or quotations accepted.
13. **Foreign Language:** Must be translated into Chinese.
14. **Foreign Currency:** Must include conversion rate and equivalent in NTD.
15. **Printing or Paper Purchases:** Attach sample print.
16. **Telegraph Fees:** Attach statement of purpose.
17. **Travel Expenses:** Attach travel report.
18. **Number Formatting:** If certain place values (ten-thousands, thousands, etc.) are unused, fill with "0".
19. **Lecture Fees:** Receipts must include invitee's address and National ID number.
20. **Official Invoices:** Must clearly state item names and purchaser's information.

Forms by the Extracurricular Activities Section