|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 開班單位 |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| 班別名稱 |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| 計畫編號 |  | | | | | | | | | 申請日期 | | | | | |  | 年 月 日 | | | | | | | | | |
| 課程結束日期(A) | | |  | 年 |  | | | 月 |  | | 日 | | | 結餘款動支期限（至少一筆）\*  (A+5年，經費結案日後5年) | | | | |  | | 年 |  | | 月 |  | 日 |
| 原核定開班結餘總金額(B)  請一併提供G類推廣教育收支結算表作為附件佐證 | | | | | | 應補足之管理費(C)  外單位委辦請提供委辦單位核定之經費表作為附件佐證 | | | | | | | | | 擬申請結餘款分配金額  （D=(B-C)x80%） | | | | | 納入校務基金之  金額  （E=(B-C)x20%） | | | | | | |
|  | | | | | |  | | | | | | | | |  | | | | |  | | | | | | |
| 依本校「推廣教育收入收支管理要點」第四條第三項第3點有關管理費之規定略以「若結案仍有結餘時，應優先提撥補足行政管理費，再依規定分配結餘款。」以及第十條規定略以「各項經費支出應於課程結束後3個月內核銷完成。各類推廣教育班次經費結算後仍有結餘者，其結餘款20％納入校務基金統籌運用，80％由開班單位列入專帳使用. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 結餘款使用計畫說明欄（請簡要說明） | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 結餘款使用經費清單（請詳列） | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 項目 | | | 經費 | | | | | | | | | | 說明 | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | |  | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | |  | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | |  | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | |  | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | |  | | | | | | | | | | | | | |
| 主持人 | | 系所主管 | | | | | 單位主管 | | | | | 研發處 | | | | | | 主計室 | | | | | 校長或授權代簽人 | | | |
|  | |  | | | | |  | | | | |  | | | | | |  | | | | |  | | | |

本表電子檔，請至本校研究發展處網站瀏覽下載。

本申請表**奉核後，請影印本結餘款申請表，分送至主計室及研發處。**

**聯絡人：　　　 　 　　 校內分機/電話：**　　 　 **E-mail：**