## 服務繳費流程Payment Process

更新日期 2025/02/18

## 校內 / 校外 - 公家單位、國立大學 NCHU users / Government Agencies, National Universities

計畫付款 Project funding

>1萬元 Over NT\$10,000

<1萬元 Under NT\$10,000 依估價單進行請購 Proceed with Procurement Based on Quotation

#### 提供付款計畫編號

以下計畫編號可以開收據,其餘皆須開立 <mark>發票 (需加收 5%營業稅)</mark>:

- 建教合作專題研究計畫:類別碼為A、B、C、D0~8、RA、RB、RD
- 高教深耕前瞻計畫:類別碼及序號為 S0021、S0022、 S0023、ST001

#### Provide the payment project serial number

The following payment project numbers can be issued a receipt, while others require an invoice (which includes a 5% business tax surcharge): Category codes: A, B, C, D0~8, RA, RB, RD, ,S0021, S0022, S0023, ST001.

收到 繳費通知之 email - 列印附檔【繳費通知單】Receive Payment Notification Email. Print the attached <u>Payment Notice</u>.

至 出納組 領取 (預開)發票 / (預開)收據 Collect (pre-issued) invoices/receipts from the Cashier's Office.

付現 Pay in cash

至 出納組 付現、領取收據 Pay in cash at Cashier's Office and collect the receipt. 校外 - 廠商、私立大學 Companies, Private Universities

### 提供發票 抬頭 / 統編/發票郵寄地址

(發票需加收5%營業稅)

Provide Invoice title / Tax ID / Mailing address. (Invoices require an additional 5% business tax)

# 收到 繳費通知之 email -- 列印附檔【繳費通知單】

Receive Payment Notification Email and Print the attached

Payment Notice

#### 臨櫃轉帳

Over-the-counter bank transfer

\*請備註銷帳編號 Please include the payment reference number. ATM轉帳 ATM transfer \*注意超商繳費期 限 Please note the payment deadline.

超商繳費 Convenience store payment

#### 款項入帳後發票將掛號郵寄至指定地址

After Payment is Received, the invoice will be sent via registered mail to the designated address.