

# National Sun Yat-sen University

## 「Control Procedure on Purchase of Computer Supplies like Toner Cartridge, Ink Cartridge and OPC etc.」

Amendment 11/13/2013

1. The guidelines are made in order to establish Internal Control Systems to reach the target of limiting funds and energy saving and carbon reduction.
2. Purchase of computer supplies like toner cartridge, ink cartridge and OPC etc. shall be done according to relevant regulations such as Procurement Law and Property Management Handbook. Centrally agreed contract of central purchasing method shall be adopted in priority in order to meet the needs of the authorities.
3. For the toner cartridge and ink cartridge etc. purchased by the school, a “Record of toner cartridge, ink cartridge and computer supplies” shall be filled out at final report. No matter the value and whether the referring printer has been listed as a property or non-consumable. The supplies shall be bought soon after used up. All departments that are using the supplies mentioned above shall register the usage (Once been registered, the property will be identified automatically as loss) on System of Property Management.
4. Property Management Division sends the statistics on purchase of toner cartridge and ink cartridge etc. from all department to supervisors of all department for review. The inventory check on supplies mentioned above shall be conducted at least once a year for all department. The safety-keeping division will send members over for random checks.
5. From Jan. 2014, if computer supplies like toner cartridge, ink cartridge and OPC etc. purchased by all department has found no loss over three months in which the random check was conducted by safety-keeping division, will treated as abnormal. The result of such inventory check will be reported to university principal.
6. The operation starts from 11/1/2012.