

# Regulations for Supplies Management

Approved by the Executive Board Meeting on January 09,  
1992.

## Chapter 1 General Principles

Article 1 I-Shou University (hereinafter referred to as the University) hereby makes the Regulations for Supplies Management (hereinafter referred to as the University) to establish a complete system for managing the supplies of the University effectively.

Article 2 The Regulations are made according to the School Accounting System Standards issued by the Ministry of Education, and the Standards of Classification for Properties and Administrative Affairs Management Handbook issued by Executive Yuan, Taiwan, R.O.C.

Article 3 The term of supplies in the Regulations shall mean the consumptive supplies and non-consumptive supplies, which are listed as below:

1. Consumptive supplies: General public goods, which have no any efficiency or values after being used.
2. Non-consumptive supplies: General public goods, which materials are more sturdy and durable, and have not used for more than two years.

## Chapter 2 Safekeeping and Registration

Article 4 All of the supplies shall be classified and marked on serial number according to the properties of goods.

Article 5 To manage more conveniently, the consumptive supplies shall be divided into the ones set as below:

1. Permanent stores: The goods which are used frequently, easy to estimate the amount of usage, and can not be suspended the usage shall be kept in available amount.
2. General materials: The storage of the materials which are used frequently, and can be supplied in time when they are needed, but are not essential shall be reduced.

3. Spare parts for maintenance and repair: The parts for maintenance and repair which are not used frequently and easy to estimate the amount of usage shall be stored in available amount depending on the practical needs if the parts are important and not easy to purchase. However, if the parts are easy to purchase, they shall be regarded as the general materials and the storage shall be reduced as possible.
4. Materials for construction projects: The materials for the construction projects shall not be set in certain amount. The units which required purchasing the materials for construction projects shall be responsible of handling the rest of the materials after the projects are finished.

Article 6 Notices to the management on the storage of materials are listed as following:

1. Materials shall be kept in order in the storage areas by category.
2. Materials shall be distributed or used according to the sequence of purchase for keeping the effectiveness of materials.
3. Materials shall be marked on "Disqualified" and be placed in the area for deficient goods if they are classified as disqualified materials.
4. Storage term shall be regulated depending on the property of materials, which shall be marked on essential information and be controlled effectively according to the practical needs. If the storage term is expired, the warehouse keepers shall report to the inspection units for handling.
5. Materials, which are recorded to deliver to the application unit, but are not delivered actually, shall be kept by the unit which is in charge of managing the place keeping the materials.
6. Any dangerous and inflammable materials shall be kept in the areas different from other materials, and be marked on the words, "Dangerous" and "No Fire".
7. Warehouse keepers shall inspect all of the safety measures periodically, especially the fire-fighting and electrical equipments. The fire-fighting equipments shall be put in the obvious places where are easy for people to take.

Article 7 After purchasing the non-consumptive materials, the units shall complete the Property Checking Form before Acceptance and the Increasing Non-consumptive

Materials Form, and send to the Property Management Section to register when using the non-consumptive materials.

### Chapter 3 Receiving and Using the Supplies

Article 8 Filling out the receiving form is required before receiving the supplies. After the form is approved and sealed by the directors of related units, the applicants shall go to the Property Management Section to receive the supplies.

Article 9 Methods for receiving the stationary are set as below:

1. Applications shall be submitted on a basis of room, department and section.
2. Units shall fill out the Stationary Application Form and send to the Property Management Section before 20<sup>th</sup> of every month, and receive the stationary by the application form by the next month.
3. New employees (including the teachers and staff) shall fill out the Stationary Application Form on the day they take office and send the application form to the Property Management Section for receiving the necessities in the office.
4. Units shall request to purchase the stationery separately if the applied stationery has not listed on the Stationary Application Form.

### Chapter 4 Handling the Excess Materials

Article 10 Excess materials in the regulations shall mean the materials listed as below:

1. Excess materials after the construction projects are finished and have been stored for more than one year, or the ones which have been planned to use, but the storage has been higher than the one in practical need.
2. Materials except for the spare parts have not used for more than one year.
3. Any materials which may deteriorate if they have to be stored for more than half of one year and are not planned to use within the latest half of one year.
4. Old materials from replaced equipments have not planned to use, or the storage of old materials has been higher than the one in practical needs even though there are related plans for usage within latest one year.
5. Old equipments which are discarded as scrap, and the spare parts and accessories can not be used anymore.

6. Other materials which are approved to be excess materials thru special application.

Article 11 Procedures for handling the excess materials are listed as below:

1. Property Management Section shall make a detailed list of excess materials and inform the former units which apply for purchase to confirm and handle the materials.
2. Former units which apply for purchase shall draw up the regulations for the procedures of handling the excess materials within one week. These regulations shall take effect after they are integrated by the Property Management Section and reported to the President for approval.

Article 12 Excess materials shall be handled by the methods listed as below after approval:

1. Procurement units shall be responsible of selling, returning or exchanging the excess materials.
2. Methods for declaring the excess materials are not usable: Any materials shall not be declared they are not usable unless they are approved after examination and inspection. These materials shall be kept properly and can not be abandoned without permission prior to the approval by related units.

Article 13 Materials which are discarded as scrap shall be handled by the methods listed as below:

1. In principle, the excess materials which are discarded as scrap shall be depreciated by the new products or recycled for free charge or with charging proper fees for environmental protection.
2. Excess materials which can not be sold shall be gathered in one place, and the Office of General Affairs shall ask other companies to carry away these materials periodically, or handle these materials after being approved by the President depending on the practical situations.

## Chapter 5 Appendix

Article 14 It is not necessary to declare that the consumptive and non-consumptive materials are no longer usable as soon as they are received and used by other related units.

Article 15 Anyone who occupies or steals the public goods shall be punished by laws if such cases are found to be true.

Article 16 The Regulations adopted by the Senior Executive Council shall come into effect after they are approved and promulgated by the President. Amendments must undergo the same procedures.

*In the event of any disputes or misunderstanding as to the interpretation of the language or terms of this Regulations, the Chinese language version shall prevail.*