

Appendix I “YZU Theme-based Study Group” Application Form for Book Purchase Grant

System No.:

Application Date: YYYY-MM-DD

Group Name				Advisor (Department/Name)		
				Completed by	Student ID/Name	
					Contact Number	
Group Members <u>It's better for the group to consist of 4 to 7 members.</u>	Member list	Name	Department / Year	Student ID	National ID/Resident Certificate Number (Required)	
	Leader					
	member 1					
	member 2					
	member 3					
	member 4					
	member 5					
Purchaser / Prepayment Person <u>Must be a member of this group</u>	Student ID				Name of the Prepayment Person	
	Amount Requested	Total (NTD): \$				
		<u>This section to be filled out by the organizing unit</u> Actual Expenditure (NTD): \$				
		<u>Note: Actual expenditure is the subsidy amount</u>				
	National ID Number				Contact Number	
Details of Fund Usage						
Invoice Date Year/Month/Day; list in chronological order by invoice date	Amount Requested		Invoice Number (including 2 letters)		Summary	
Total	NTD\$					

Receipt Attachment Area: Please paperclip all purchase receipts for this study group.

Book Allocation - Procurement List and Quantity

No.	Book Title	Quantity (number of copies)	Holder (Student ID/Name) must be a member of this group	Remarks (e.g., group reading, one book per person...)

- ◎ Please fill in each field accurately; if more space is needed, please add additional lines.
- ◎ Please read all study group rules and regulations carefully. After gathering the receipts or uniform invoices, submit them along with the application form for book purchase grant and related expense proof to Teaching Excellence Center (R1711) by the deadline to complete the funding application. Incomplete or late submissions will not be accepted.
- ◎ If the provided invoices and receipts do not meet the requirements, each team must replace them with compliant documents.
- ◎ All book receipts and uniform invoices must be submitted together.
- ◎ If there are any corrections to the content of this form, please affix your personal seal.



Teaching Excellence Center

Organizer: Teaching Excellence Center, YZU
Sponsor: Higher Education Sprout Project, MOE