

Property Management Regulations

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Chapter 1 General Provisions

Article 1: In order to effectively manage property and establish a sound system of property management institutionalization, the Shih Chien University (hereinafter referred to as the University) has formulated the Property Management Regulations (hereinafter referred to as the Regulations).

Article 2: These regulations are formulated based on the Accounting System Standards for Private Schools issued by the Ministry of Education and the Classification of Financial Standards issued by the Executive Yuan while taking into account the actual situation of the school.

Article 3: The property referred to in the Regulations (which should be included in the property account) refers to land and land improvements, buildings and equipment, books and natural resources, as well as machinery, equipment, transportation and miscellaneous equipment with a purchase price of NT \$10,000 or more and a service life of two years or more. Equipment with a unit price of over NT \$ three thousand (included) but less than NT \$ ten thousand but with a service life of up to two years may be managed according to the situation.

Article 4: The scope of property management referred to in the Regulations is as follows:

1. Classification, numbering, and registration of property.
2. Custody of property.
3. An increase in property.
4. Transfer of property.
5. Loss, theft, and damage to property.
6. Property inventory and compensation.

Article 5: The units referred to in the Regulations refer to administrative and teaching units such as sections, divisions, groups, libraries, centers, colleges, departments, school, and offices.

Article 6: Division of Property Management Rights and Responsibilities:

1. Office of the general affairs: The main body of property management, and is responsible for regular or irregular inventory, audit, and assessment.
2. Finance Division: Responsible for auditing property purchases and obsolescence, and recording and reconciling property accounts.
3. Library: Responsible for the management of books and reference materials and the preparation of related reports.
4. Each unit: It is the responsibility of each unit to keep the physical property in good condition and to keep it in conformity with the accounts.

Chapter 2: Classification Number and Registration of Property

Section 1 Classification Number

Article 7: After completing the acquisition procedures, the property purchased by each unit, except for books that shall be recorded by the library, and the rest shall be kept by the office of the general affairs, with the business unit classified and numbered, and registered as property. The property classification is as follows:

1. Land and land improvements.
2. Housing construction and equipment.
3. Machinery and equipment.
4. Transportation equipment.
5. Miscellaneous equipment (including natural resources).

Article 8: The numbering of various types of property in this school shall be based on the "Property Standard Classification" issued by the Executive Yuan, adopting a two-level classification and three-level numbering system. The names of the classification subjects are category and item, and the third level is the numbering of the names of each individual property. All types of property names shall be based on the names listed in the "Standard Classification of Property" issued by the Executive Yuan, in order to avoid the use of different names or foreign objects of the same name.

Section 2 Property Registration

Article 9: Property registration shall be based on the following regulations:

1. Registration of Property Increase: application for purchase of goods and equipment (construction and repair), acceptance report for purchase of goods, and payment request certificate from manufacturers.
2. Registration of property transfer: Property transfer form.
3. Registration of property reduction: property scrap application form.

Article 10: The unit to which property registration belongs shall mainly be the applying procurement unit; For special circumstances, they shall be recognized and handled by the custody business unit.

Article 11: After the property is classified and registered with a serial number, it shall be labeled with a "Shih Chien University Property" label; The production of labels is handled by the office of the general affairs' custody business unit. If there is any property that cannot be labeled, it should be marked in a prominent location where the property is placed, or each management unit should keep it properly for future reference.

Chapter 3 Property Preservation

Article 12: The office of the general affairs' custody business unit is the property management business unit of the school, and its responsibilities are as follows:

1. Numbering and registration of property.
2. Acceptance of property quantity.
3. Registration of property changes and additions.
4. Property management audit of each unit.
5. Preparation of property statistical reports.

Article 13: Personnel of each unit shall have the right, responsibility, and provisions for the custody of property:

1. The supervisor of the using or managing unit shall be the natural "property management supervisor" of each unit, who shall truly understand and pay attention to the use and management status of the unit's property, be responsible for timely supervision, and may assign full-time personnel of the unit as the "property manager" of the unit. If the unit does not assign appropriate full-time personnel to serve, the "property management supervisor" shall be deemed as the "property manager".
2. The property manager should regularly maintain consistency between property and accounts, and accurately grasp the flow and use of property in each unit; If there is a transfer or resignation, the supervisor of each unit should assign a dedicated person to take over, and the responsibility of the original property manager can only be relieved after the old and new property managers and the unit supervisor sign on the latest property list of the unit.
3. When there is a specific user of property, the user may be directly listed as the "custodian" of the property, and the office of the general affairs' custodian business unit shall be notified to fill in the "custodian" field of the computer system. The property manager or custodian shall be responsible for the acceptance, custody, maintenance, and scrapping of the property used; If there is a transfer or resignation, the property handover should be carried out immediately, and the

consent of the property managers of each unit should be obtained before handling the procedures for taking on new positions or resigning.

Article 14: Before the transfer or resignation of the supervisor of each management unit or user unit, the property of the unit shall be counted accurately and appropriately indicated in the transfer list, and then stored in the custody business unit of the office of the general affairs for future reference.

Article 15: The management measures for book materials shall be separately formulated by the library.

Chapter 4 Property Increase

Article 16: After the property registration is completed and confirmed by the custody business unit of the General Affairs Office for the purchase of property, the custody business unit of the office of the general affairs shall print labels and distribute them to each unit (department) for pasting. At the same time, each unit (department) shall enter the property increase details table of the custody business unit system to check and confirm whether the brand, model, specification, and placement location of the items meet the conditions; If it does not belong to the property of the unit and there are any issues, each unit shall print a detailed list of property with statement and submit it to the office of the general affairs' custody business for correction.

Article 17: If the property is not acquired through purchase (such as donation), relevant documents should still be prepared and sent to the custody business unit for property registration.

Chapter 5 Property Transfer

Article 18: The property used and managed by each unit shall not be relieved of its original responsibility until the transfer registration is completed; If it is necessary to transfer, the following procedures should be followed:

1. Fill out the "Property Transfer Form" by the transferring unit and send it along with relevant property information to the transferring unit.
2. After the supervisor of the transferred unit confirms and signs the property inventory, they will be sent to the general affairs department to handle the transfer registration in the custody business unit.

Article 19: If it is necessary to lend out the property used or managed by each unit, it shall be approved level by level, and the responsibility for restoring the original state shall still belong to the original using and managing unit.

Chapter 6 Property Reduction and Waste Disposal

Section 1 Property Impairment

Article 20: The disposal of property includes: sale, scrapping, damage, and gift. Scrapping is a common method of disposal.

The rights and responsibilities for property scrapping approval are distinguished as follows:

1. The application for scrapping of property by each unit, except for special reasons such as loss or failure to meet the age limit, which require approval at each level, shall be submitted to the director of the general affairs office for approval. The remaining application forms shall be processed according to the waste disposal procedure and shall be written off after completion.
2. If the property under management has been in use for more than two years (excluding 2 years), it shall be reported to the director of the office of the general affairs for approval based on actual usage, and then the account shall be written off.

Article 21: The "minimum durable life" of property shall be at least the number of years of use, which shall be determined by the custody business unit in accordance with the "Property Standard Classification" issued by the Executive Yuan. However, once the "service life" is reached, the property can be applied for scrapping. After scrapping, no maintenance operation shall be applied for. Property scrapping can only be applied for by filling out the "Property Scrapping Application Form" when:

1. The property has reached its intended lifespan and is indeed unusable.
2. The property has not reached the expected usage years, but due to technological progress, it is necessary to replace the old with new for teaching or research purposes.
3. The property cease to exist due to theft, loss, or disaster, and was submitted for approval and resolution at each level.
4. Although the property has not reached the age of use, it has been damaged and cannot be used due to frequent use for teaching purposes, and the repair costs are not economical. After being signed and approved level by level, it has been finalized.
5. The property has already exceeded its intended lifespan, although it is still usable but not pleasant to the eyes due to its old age, and is deemed scrapped by the office of the general affairs.

Article 22: The scrapping application form shall be stamped and verified by the responsible unit according to the classification of each profession: (1) The scrapping of computer equipment shall first be reviewed and stamped by the office of library and information services; (2) Seal for the review of the repair team for scrapped air conditioning equipment; (3) The remaining categories will be reviewed and stamped by the custody business unit. Before the application for scrapping of property is submitted for

verification, the property to be scrapped should still be properly stored and cannot be discarded arbitrarily.

Section 2 Waste Disposal

Article 23: Waste products with environmental concerns shall be collected at a discounted or unconditional or paid price by manufacturers requesting new products.

Article 24: After the scrapping approval of property and equipment, the custody business unit shall return the original scrapping application form with complete procedures to the applying unit for record keeping. The applying unit shall also collect all scrapped items in the affairs group warehouse in accordance with regulations, and the custody business unit shall hand them over. The scrapping procedure shall be determined only after the counting is correct and certified; The custody business unit will also complete the handover of the inventory and deliver it to the business unit for record keeping, and the business unit will regularly handle matters related to investment appraisal and recovery. Before the completion of the scrapping procedure, if any stored items are lost, they shall be handled in accordance with Article 26 of the Property Management Regulations. If the volume of scrapped items is too large or heavy, and it is inconvenient to move them on their own, the unit can fill out an application form for (item and equipment procurement/construction and repair), and the affairs team will assist in arranging the transportation. If there are special circumstances (such as the intention to give scrapped products to other schools, etc.), depending on the actual situation, the custody business unit or the original scrapping application unit shall sign and handle it according to the business management certificate after approval.

Chapter 7: Theft, Loss, or Damage to Property

Article 25: If any unit experiences property theft, the following procedures shall be followed for handling:

1. Take on-site photos and keep evidence.
2. Immediately report to the police for handling and retain the criminal case report documents received from the police station.
3. Signed by the director of the office of the general affairs, finance director, and principal, and handled by the custody business unit.
4. The custody business unit organize a project and hold a project meeting. During the meeting, the unit is requested to prepare relevant information and a detailed explanation of the incident.
5. The attendees of the above-mentioned project meeting include the property manager, unit supervisor, personnel in charge of the custody business unit, team

leader of the custody business unit, finance director, and the office of the general affairs director of the unit.

6. The custody business unit will sign and present the meeting minutes to the principal.
7. If compensation is required, the compensation amount shall be calculated in accordance with the provisions of Article 26, Paragraphs 2 and 3.
8. The compensation amount needs to be recorded in the cashier's account within one month, and the relevant scrapping matters should be handled with the custody business unit with the payment receipt.

Article 26: If any unit experiences property lost or damage, the following procedures shall be followed for handling:

1. Signed by the director of the office of the general affairs, finance director, and principal, and handled by the custody business unit and finance department.
2. The standard and amount of compensation shall be based on the principle of restoring the original state or according to the "Minimum Durable Life" in the "Property Classification Standards" issued by the Executive Yuan, and shall be depreciated using the straight-line method based on the number of years of use (converted into months).

※ Depreciation and residual value date calculation:

Starting from the 1st day of the following month from the date of entry, until the expiration of the durable life.

※ Depreciation and residual value formula calculation:

(1) Monthly depreciation amount=(actual cost of fixed assets) ÷ [converted to months (durable life+1)]

(2) Accumulated depreciation=total number of months of use plus depreciation (if it is less than one month, calculated as one month)

(3) Residual value=cost - accumulated depreciation

※ Depreciation and residual value calculation principles:

(1) All residual values are calculated based on the cost divided by the estimated durable life plus one year.

(2) Depreciation is calculated on a monthly basis by rounding, and the difference in rounding for each month is accumulated and included in the depreciation for the last month.

(3) Property that has exceeded its useful life will only retain its residual value and will not be depreciated.

3. The custodian business unit shall indicate the basic information (including residual value) of the property on the signature.

Article 27: If any theft, loss, or damage of property occurs in any unit of the school but is concealed and not reported, once found, the custody business unit shall directly report it after investigation and punish it in accordance with the level-by-level instructions.

Chapter 8 Property Management Audit and Compensation

Section 1 Property Management Audit

Article 28: The supervisors of each using and managing unit shall attach great importance to the supervision of property management, so as to raise the vigilance of the property managers or users of each unit, and avoid unintentional loss of property.

Article 29: The custody business unit shall conduct a routine inventory and property check every academic year, and then the custody business unit shall sign and report the inventory results; If any loss of the unit is found, the unit must sign and report it to the finance department at each level, and will handle it together with the custody business unit and finance department. When necessary, the office of the general affairs may convene a special punishment meeting depending on the situation.

Article 30: The custody business unit shall regularly conduct irregular property sampling work on each user and custody unit, proactively identify problems and submit them for review, seek improvement, and record them for future reference, and conduct re-examination at appropriate times.

Section 2 Compensation

Article 31: If any unit fails to report any changes or losses to the property used or managed without verification, or intends to encroach upon it, the custody business unit shall apply for a resolution.

Article 32: If the property managers or users of each unit fail to exercise the due diligence of kind-hearted managers in managing or using the property, resulting in property losses, they shall be liable for compensation; The standards and procedures for compensation shall be implemented in accordance with the provisions of Article 26, Paragraphs 1, 2, and 3.

Article 33: If embezzlement or theft of public property is found, after being proved to be true after investigation, it shall be transferred to the court for investigation in accordance with the law.

Chapter 9 Others

Article 34: Regular reporting:

1. The custody business unit should prepare a monthly fixed asset detailed statement and submit it to the finance department for review to ensure the accuracy of the property accounts.

2. The custody business unit should prepare a "school-wide property summary table" according to the academic year, and submit it to the finance department and the principal for review to ensure the accuracy of the property accounts.
3. Each academic year, the custodian business unit should submit a "list of the total assets of the school" to the finance department and the board of directors for approval.

Article 35: These measures shall be submitted to the executive council for approval and submitted to the principal for publication before implementation, and the same shall apply for amendments.