

Asia University

Guidelines for Equipment Purchase Application of Student Organizations

2011.01.04 Approved by the 15th Office of Student Affairs Meeting of the 2010 Academic Year
2011.10.24 No.1001024002 Issued by Office of Student Affairs

Article 1 Guidelines for Equipment Purchase Application of Student Organizations are specifically established for protecting rights of student organizations, soundly develop student organizations and improve the quality of student organizations. (hereinafter referred to as the "Guidelines")

Article 2 Source of Budget: Student affairs and guidance for school affair development are subsidized by Ministry of Education and matching funds.

Article 3 Application Time: Extra-Curricular Activities Section (hereinafter referred to as the "section") hold Student Organization Meeting every semester to announce for application.

Article 4 Application Principles

- (1) Student organizations (including self-government organizations such as Student Association and Department Associations) are officially approved by Asia University (hereinafter referred to as the "University").
- (2) Student organizations should apply for professional, necessary or urgently needed equipment, not for personal use. Public equipment should all be purchased and managed by the section.
- (3) Student organizations have to fill in Equipment Requirement Sheet of Student Organizations (as attached) and make sure equipment information including item name, brand name, specification and unit price in advance.

Article 5 Review Principles

- (1) The section collects all requirement sheets and the section chief invites representatives of all types of student organizations to attend the first review meeting and put required equipment in order.
- (2) The section will submit the result of the first review meeting to Office of Student Affairs Meeting for approval and purchase equipment according to purchase regulations of the university.

Article 6 Equipment approved to purchase is managed and stored according to property management regulations of the university.

Article 7 The guidelines have been approved and announced to implement by Office of Student Affairs Meeting. The same procedure should also be followed for amended guidelines.

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Equipment Requirement Sheet of Student Organizations of an Academic Year

Name of Student Organization		Type of Student Organization		The Signature of Advisor	<input type="checkbox"/> On Campus <input type="checkbox"/> Off Campus					
Evaluation	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> Other Prize _____ <input type="checkbox"/> Newly Established									
Leader		Department/Class	Department of Year Class	Contact Number						
Email										
Capital Item 【 Unit price reaches or exceeds 10,000 dollars 】										
Item	Usage (Please describe in details)	Equipment	Brand/Model	Quantity	Unit Price	Amount	Guarantee Period	Manufacturer	Person in Charge	Contact Number
1										
2										
3										
Current Item 【 Unit price reaches or within 10,000 dollars 】										
Item	Usage (Please describe in details)	Equipment	Brand/Model	Quantity	Unit Price	Amount	Guarantee Period	Manufacturer	Person in Charge	Contact Number

