

Establishment Standards of the Chung Yuan Christian University Procurement Committee

2000.04.14 Approved at the 751st administrative affairs meeting

2000.06.02 Amended at the 753rd administrative affairs meeting

2009.04.02 Amended at the 861st administrative affairs meeting

The name of the committee and the corresponding text amended in accordance with Yuan-Mi-Zi No. 0990000878 on 2010.3.30

2011.05.05 Amended at the 885th administrative affairs meeting

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Article 1 The School has specially organized the Procurement Committee (hereinafter referred to as the Committee) to assist the Office of General Affairs in conducting school-wide procurement operations to achieve economic efficiency in procurement operations. The relevant operating regulations are separately formulated.

Article 2 The Committee has the following tasks:
I. Deliberate on the school's procurement cases exceeding a certain amount.
II. Assist in price negotiation of procurement cases and review of bidder qualifications.
III. Review and improvement matters of procurement of repair and maintenance operations.

Article 3 The Committee shall have seven to eleven members, with the Chief of General Affairs and the Accounting Director as ex-officio members. The remaining members shall be composed of one full-time teacher recommended by each college and several faculty members and staff with professional qualifications in procurement selected by the principal. Colleges with less than five teaching departments will temporarily not provide recommendations. However, this does not apply to colleges that are needed for specific purposes of the procurement. Members of the Committee may not concurrently serve as auditors appointed in accordance with the Internal Audit Implementation Measures.

Article 4 The term of office of the Committee members is two years, and re-election shall be conducted for half of the seats every year. Vacant seats of committee members previously recommended by respective colleges will be filled by other full-time teachers recommended by their colleges.

Article 5 The Chief of General Affairs shall serve as the convener of the Committee, responsible for chairing the procurement meetings, and the Accounting Director shall serve as the supervisor, responsible for monitoring open tendering, price comparison, price negotiation and bid awarding, which shall comply with the prescribed procedures. If the Chief of General Affairs and Accounting Director are unable to attend the meeting for some reason, they may designate their

proxies to attend meetings and exercise their powers.

- Article 6 The Committee shall hold meetings on even-numbered weeks of each month, and may invite relevant personnel to attend the meetings. Extraordinary meetings may be held when necessary.
- Article 7 Except for the Chief of General Affairs, Accounting Director and staff representatives who do not receive allowances, other committee members are paid an one-hour allowance for each meeting, which is paid on a monthly basis.
- Article 8 The Establishment Standards shall be approved by the administrative meetings and submitted to the Board for promulgation and implementation, and likewise for amendments.