

notify

November 29, 112, the Republic of China
112 Lord' s Calendar No. 023
Contact person: Lin Ziyun
Contact number: 7211

Purpose: In order to comply with the requirements of the Information Communications System Protection Standards, the online purchase requisition system-idle account disabling operation is handled. Please follow the instructions. Please check.

illustrate:

- 1、 It shall be handled in accordance with the classification method of information security responsibility levels.
- 2、 In order to expose accounts that have not had any login records in the system for more than 180 days, our office is scheduled to conduct a "disablement" operation on January 2, next year (113). Users are requested to check whether the online purchase requisition system account still needs to be used. , if you still need to use it, you should have a login record before the above date.
- 3、 If you need to restart your disabled account, please fill out the "Online Purchasing Authorization Application Form for the Controller' s Office" (Appendix 1 for details) and send it to our office for processing.

Sincerely
each unit

Sincerely, Accounting Office

Accounting Office Online Purchase Authorization Application Form

unit:	job title:	Date of Application:
Name:	User code:	password:
Application Project		illustrate
1. Department budget	Inquiry <input type="checkbox"/> Purchase <input type="checkbox"/>	
2. Project management	Inquiry <input type="checkbox"/> Purchase <input type="checkbox"/>	
<p>1. The main function of this system is to take advantage of the convenience of the Internet to allow users to submit purchase requests and control budget execution status through a browser. It also provides users with the ability to query the status of fund execution and print functions.</p> <p>2. When using this system for the first time, please use the [Change Password] function to change the password to achieve confidentiality. If you have any questions during use, please contact the accounting office.</p>		

Applicant : _____

section supervisor : _____