



Appendix D - 8 Documents of Experimental Teaching Management System



Procurement and Management System for Laboratory Consumables of the National Experimental Teaching Demonstration Center of Civil Engineering

Chapter 1 General Provisions

Article 1

This measure is formulated to strengthen the scientific management and rational use of materials, low - value items, and consumables (hereinafter referred to as "items"), prevent waste, and ensure the smooth progress of teaching, scientific research, and management work.

Article 2

The items referred to in this measure include materials used in teaching, scientific research, and management that do not belong to fixed assets, and the procurement of which is under the management of the Assets and Campus Management Office.

Materials: refer to various raw materials, fuels, reagents, etc. of metals and non - metals.

Low - value items: refer to utensils that do not meet the standards of fixed assets and do not fall within the scope of materials, such as low - value instruments and meters, tools and measuring tools, scientific and educational instruments, cultural supplies, etc.

Consumables: refer to glassware, components, spare parts, experimental small animals, etc.

Article 3

The management of items shall follow the principles of unified leadership, divided management, dedicated responsibility, rational allocation, and economical use. Special personnel shall be responsible for the planning, procurement, storage, use, and recycling of items. It is necessary to ensure planned procurement, careful inspection, clear entry and exit procedures, complete account and card records, regular verification and inspection, and always keep the accounts consistent with the physical items.

Chapter 2 Planning, Procurement, and Inspection

Article 4

Each sub - laboratory should, based on needs and the inventory of items, and within the allowable range of the funding quota, prepare an item procurement plan. After being signed by the person in charge of asset management and the administrative head, the plan shall be submitted to relevant functional departments, the dean in charge, and the dean for approval. If the total amount of the procurement plan does not exceed 2000 yuan, it shall be approved by the relevant functional department; if it exceeds 2000 yuan but does not exceed 8000 yuan, it shall be approved by the dean in charge; if it exceeds 8000 yuan, it shall be approved by the dean. The procurement plan can only be implemented after approval.

Article 5

The procurement of items shall be organized by the Assets and Campus Management Office in strict accordance with the approved plan and the procurement procedures. For urgently needed sporadic and special items with a total purchase amount not exceeding 500 yuan, with the consent and guidance of the Assets and Campus Management Office, the department in need can be responsible for the procurement. It is necessary to ensure timely procurement and supply.

Article 6

After the items are purchased, the asset manager must promptly and carefully organize the inspection and handle



the warehousing procedures. For valuable, scarce, imported, and highly technical items, the using department should assign experienced personnel to assist the asset manager in the inspection. During the inspection, attention must be paid to quality inspection. If problems are found during the inspection, they should be immediately reported to the supplier or transportation unit in accordance with relevant regulations, and return, replacement, compensation, or supplementary procedures should be handled in a timely manner. The purchaser shall be responsible.

Chapter 3 Management

Article 7

After the items pass the inspection, the item inspection form shall be filled out in detail in the format uniformly specified by the Assets and Campus Management Office, and filed in the department and relevant functional departments.

Article 8

To ensure the daily consumption and maintenance needs of teaching, scientific research, and management, a limited quantity of commonly used and special items can be reserved. Special personnel shall be responsible for the storage of reserved items.

Article 9

For flammable, explosive, highly toxic, radioactive, and other dangerous items, special personnel who are serious in their work and have certain storage knowledge must be designated for management. Regular safety education should be carried out for handling, using, and management personnel, and necessary labor protection and safety measures should be taken to ensure personal and item safety. Highly toxic and radioactive items must be centrally managed, accurately measured and recorded, strictly guarded, and attention should be paid to safe storage. The college security department should often provide guidance and inspections. The requisition of dangerous items must be approved by a special person and issued in limited quantities. Empty containers, deteriorated materials, waste liquids, and residues of dangerous items should be properly disposed of, and random discarding is strictly prohibited. The use process of highly toxic items should be strictly controlled and supervised, and the remaining, wasted, and consumed quantities after requisition must be recorded in detail. Leftover items should be returned to the warehouse in a timely manner.

Article 10

A regular inspection system for items should be established. Each sub - laboratory should be organized for year - end inventory and cleaning every year. The inspection results should be filed in the department and relevant functional departments, and the reserved quantity and relevant account records should be adjusted in a timely manner. Relevant personnel should consciously use items sparingly, strictly prevent damage and loss of items, and eliminate waste. For damage and loss of items caused by liability accidents, compensation shall be made. The specific compensation shall be implemented in accordance with the relevant regulations in the "Measures for Compensation of Instruments, Equipment, and Materials of Hunan City University". Items reported as damaged or scrapped by each department must be disposed of uniformly by the Assets and Campus Management Office.

Chapter 4 Accounting Treatment

Article 11

The setting of item accounts should meet the requirements of appropriate centralization and hierarchical management, avoid unnecessary duplication as much as possible, and ensure consistent caliber for easy querying, analysis, and research. The requirements for setting accounts are as follows:

1. Set accounts according to the relevant subjects specified in the planning system (first - level classified subsidiary accounts).

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2. Set first - level classified subsidiary accounts corresponding to the plan, record quantity and amount, and set second - level classified subsidiary accounts.
3. Each department should set second - level classified subsidiary accounts corresponding to the Assets and Campus Management Office, recording item names, specifications, models, quantities, unit prices, etc.
4. All levels of warehouses should set up item subsidiary accounts with item names, quantities, and unit prices. According to varieties, specifications and models, and quality levels, the increase and decrease of various items in stock should be recorded in a timely manner according to relevant vouchers.

Article 12

The documents must be signed by the document maker and the material receiver (or the person who receives the items). The invoice for purchasing items must be attached with an inspection form before going to the Planning and Finance Office to handle the reimbursement procedures.

Article 13

Accounts and voucher documents must be properly kept and not be arbitrarily altered. The destruction of accounts and documents should go through the approval procedures in accordance with relevant financial regulations. The accounting treatment procedures are as follows:

1. When the custodian and book - keeper receive and start using the account, they should sign on the activation page and indicate the start date. The transfer of accounts and voucher documents must be strict, and should be signed by the handlers of both parties and the supervisor from the Assets and Campus Management Office, and the transfer date should be indicated.
2. Only after the purchased and transferred - in items go through the warehousing inspection procedures can they be reported to the Assets and Campus Management Office and the Planning and Finance Office.
3. The custodian should have detailed records of the requisition, borrowing, and recycling of items, and must be signed by the item receiver, borrower, and returner. Each department should regularly report the quantity and amount of incoming and outgoing items in stock to the Assets and Campus Management Office, and after review and summary by the Assets and Campus Management Office, it will be forwarded to the Planning and Finance Office (only report the amount).
4. For items to be scrapped or transferred out of the department, each department should go through the approval procedures in accordance with the college's regulations on scrapping and transfer before implementation. At the same time, the Planning and Finance Office, the Assets and Campus Management Office, and each department should adjust the relevant accounts. The accounting treatment of materials transferred at a price outside the college shall be uniformly handled by the Planning and Finance Office.
5. Conduct a comprehensive inventory check of the warehouse at the end of each year and reconcile accounts with the Assets and Campus Management Office once. The Assets and Campus Management Office shall reconcile accounts with the Planning and Finance Office once to ensure that the accounts match the physical items and the accounts are consistent with each other. Profits and losses from inventory must be reported to the dean for approval, and only after being verified by the Planning and Finance Office can the relevant accounts be adjusted.

Chapter 5 Supplementary Provisions

Article 14

This measure is interpreted by the Assets and Campus Management Office.

Article 15

This measure shall come into force as of the date of issuance. More specific implementation rules can be formulated based on this measure and in combination with specific circumstances. ◦

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