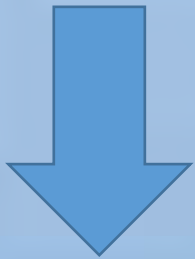


Manual for Faculty Members (Procurement of Goods, etc.)

Ver.6
R6.4

For inquiries,
please contact
us at the
following



[Contact
Information]

P. 14 and 15

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1. Orders

Ordering procedure

Less than 1 million yen	1 million yen to 5 million yen	More than 5 million yen to less than 18 million yen	More than 18 million yen
<p>Faculty may place orders <See next page for details></p> <ol style="list-style-type: none"> (1) Directly contact the vendor to place order (2) Send order information as “Ordered” via the Online purchase and travel expense claim system (3) Submit relevant documents to the department in charge of contracts 	<p>Order request to the department in charge of contracts</p> <ol style="list-style-type: none"> (1) Send order information as “Unordered” via the Online purchase and travel expense claim system (2) Submit relevant documents to the department in charge of contracts <div> <p><When in a hurry> If you email estimates, catalogs, etc. to the department in charge of contracts, your order will be placed with the vendor ahead of time.</p> <p>* Contact the department in charge of contracts in advance to facilitate the procurement process.</p> </div>	<p>Procurement by bidding</p> <p>◆ Ordering procedure</p> <ol style="list-style-type: none"> 1) Formulation of specifications for procured items or selection of model 2) Public notice period for bidding (10 days) 3) Technical review (when formulating specifications) 4) Placement of bid (place order with the successful bidder) <div> <p>When you plan to procure goods, etc., please contact the department in charge of contracts as soon as possible.</p> </div>	<p>Establishment of a specification formulation committee, and formulation of specifications for procured items</p> <p>Procedures in line with the government procurement system* (50-days public notice for bidding)</p> <p>* Grants-in-aid for scientific research not applicable</p>

Documents to submit

<ul style="list-style-type: none"> ○ Purchase Request Form (see P. 13) ○ Estimate ○ Delivery Note (if delivery has already been made) ○ Invoice (if an invoice has been received) <p>*If procuring via advance payment, see P. 5</p>	<ul style="list-style-type: none"> ○ Purchase Request Form (see P. 13) ○ Estimate ○ Catalogs, etc. <p>} Either one</p>	<p>The department in charge of contracts will contact you individually.</p>
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Faculty Orders

Faculty may place orders (directly with vendors) for contracts of less than 1 million yen.

- *1 Please be careful with these contracts, as you will bear **obligations and responsibilities** as an assistant of the accounting institution.
- *2 Contracts originally intended to be a single contract may not be split into multiple orders of less than 1 million yen.
- *3 When procuring stationery, paper, office furniture, electronic computing equipment, etc., please procure Eco Mark-certified products.
- *4 Some restrictions apply to faculty orders. (See the next page)

Please contact the department in charge of contracts if you have any issues with the vendor.

Selection of vendor

1. Please thoroughly investigate market prices, etc. and give due consideration to economic feasibility. => **Cost reduction**
2. Please ensure fairness, impartiality, and transparency by not being biased toward a particular vendor. => **Mitigation of the risk of fraud**
3. Please select a vendor that can handle payment by invoice (bank transfer from the university). => **In principle, payment is by invoice**
 - * If the only vendor available is not able to accept payment by invoice, advance payment may be made by the faculty member as a special exception. (See P. 5 for details)

☆ Items that Cannot be Ordered by Faculty

(some restrictions apply even for amounts of less than 1 million yen!)

► **Please consult with the department in charge of contracts in advance** regarding the following.

Classification		Specific examples
1	Items for which a written contract is required	Contracts for industrial waste disposal, dispatch contracts, building lease contracts, etc.
2	Items for which there will be a burden or maintenance cost in subsequent years	Automobiles, mobile phones, etc.
3	Items that require advance approval	Food and beverage expenses (boxed lunch, etc.), gift certificates for books to be given as rewards, duplicate keys, etc.
4	Outsourcing to a sole proprietor (other than a company) 《 Income Tax Act is applicable => Tax withholding at source is necessary 》	<The following services outsourced to sole proprietors, students, etc.> Translation and English proofreading of papers, etc.; preparation, editing, supervision, etc. of manuscripts; translation; interpretation; design of websites and posters, etc.
5	Items related to buildings and attached facilities => Contact the Facilities and Environmental Department (see P. 14 and 15)	Renovation of laboratories, outdoor installation of storage space, etc.

Caution!

The following are considered fraudulent use!

- **Deposit:** Having a vendor manage payment made for a fictitious transaction.
- **Fallacious product name:** Having a vendor prepare an invoice under a different item name from that of the procured goods.
- **Falsification:** Falsifying the amount of money on a receipt, etc., and billing the university for more than the actual price.
- **Fallacious date:** Having a vendor prepare a delivery slip with a false date.

Penalties incurred by individuals!

- Ex: ☆ Disciplinary action, reprimands, etc.
 ☆ Return of the amount fraudulently used
 ☆ Application restrictions (all ministries)
 ☆ Criminal lawsuits, civil lawsuits, etc.

Penalties incurred by the university!

- Ex: ☆ Reduction of indirect expenses
 ☆ Suspension of competitive funding allocation
 ☆ Budget reduction via corporate evaluation, etc.

Advance Payment

If the amount of the following transactions is less than 500,000 yen, advance payment may be made by the faculty member as a special exception.
Please submit the documents (1) to (3) listed on the right to the department in charge of contracts within two weeks after the day of advance payment or the end of the business trip.

- (1) Expense Settlement Application Form
(see P. 13)
- (2) Advance Payment Invoice
- (3) Documentation, etc. proving payment

Advance Payment Invoice

令和 年 月 日

千葉大学出納命令 様

請求者
部署名
姓 名 (学籍番号)
氏 名

【請求額】 円

下記のとおり立替払いしましたので、請求します。

立 替 内 容	備 考
〇〇学会の参加費立替え (詳細は別添領収書のとおり)	本学教職員以外の者が立替払い請求する際の 担当教職員氏名 〇〇 〇〇 氏
取引相手の情報 (インボイス対応)	
いずれかにチェックのしをしてください。	
<input type="checkbox"/> 適格請求書発行事業者	
<input type="checkbox"/> 上記以外 (免税事業者等)	
※適格請求書発行事業者が取引相手の場合、 インボイス制度対応の請求書等を提出すること。	

Classification	Specific examples of expenses	Documentation, etc. proving payment
1. Payment in cash, etc. is required outside of the place of work	Rental car	Rental car certificate of use, receipt
	Gasoline	Receipt
	Tolls	Certificate of use
2. In principle, payment is made in the name of the individual	Academic society annual membership fee	Annual membership fee invoice, receipt
	Expenses for participating in conferences, etc.	Event information, receipt
3. There is deemed to be a reasonable reason for urgent payment to procure at a more advantageous price than usual	Procurement from a vendor who only accepts payment by credit card (See "Selection of vendor" on P. 3)	Estimate, delivery note, receipt, credit card statement, etc.



- Please consult with the department in charge of contracts advance payment of 500,000 yen or more is required.
- Travel expenses and rewards for students, etc. may not be paid in advance.
- If you have obtained points from mass retailers, etc., please use them for the next procurement to reduce expenses.

See next page

Samples of receipts and debit statements, etc., showing the details of advance payment

When procuring goods, etc. outside the place of work

ホームセンター
〇〇〇ストア
△△△店
043-290-XXXX

領収書

様
2020年xx月xx日 (□) 18:45

〇〇〇〇〇〇 xxxxx 1口 ¥398
△△△△△△ xxxxx 1口 ¥881
合計 ¥1,279
(内税10%) ¥116

お買上点数 2点

***** ポイント情報 *****
ポイント対象 ¥1,279
今回獲得ポイント 127点
獲得累計ポイント 2,986点

The product name and quantity must be verifiable.

If you have obtained points from mass retailers, etc., please use them for the next procurement to reduce expenses.

If you use a private vehicle to perform duties, please fill up the gas tank before departure.

When renting a car

〇〇レンタカー		レンタカーご利用明細（兼領収書）		2020/09/23						
				NO.****						
顧客番号		登録番号	千葉	XXXXXXX	車種	XXXXX				
借受人		出 発	2020/09/23	11:45	〇〇駅東口					
運転者名		帰着予定	2020/09/23	17:00						
		帰 着	2020/09/23	17:52	〇〇駅東口					
基本料金	5,000円	出発メーター	****KM							
燃料代	1,568円	帰着メーター	****KM							
		走行距離	**KM							
		お支払額			6,568円					
合計	6,568円	現金			6,568円					
（課税取引額	6,568円）	クレジット			0円					
（うち消費税額	597円）									
		ご利用ありがとうございました								
		〇〇レンタカー(株) 〇〇野								

When using a toll road

When using a private vehicle

納品書 (領収書)	納品書 (領収書)
<p>Before departure</p> <p>ガスショ 千葉市稲 TEL 043-290-XXXX</p> <p>2020年10月13日 (□) 8:51</p> <p>現金会員 様</p> <p>レギュラーソリン 18リットル @120.00 ￥2,160 合計 ￥2,160 (内消費税10% ￥196)</p> <p>上記にて領収書とさせていただきます。</p> <p>レシートNo. *****</p> <p>担当: ○○○○</p>	<p>After return</p> <p>ガスショ 千葉市稲 TEL 043-290-XXXX</p> <p>2020年10月13日 (□) 18:26</p> <p>現金会員 様</p> <p>レギュラーソリン 43リットル @120.00 ￥5,160 合計 ￥5,160 (内消費税10% ￥469)</p> <p>上記にて領収書とさせていただきます。</p> <p>レシートNo. *****</p> <p>担当: ○○○○</p>

Submit both!

利 用 証 明 書	
NEXCO	
料金所（自）	〇〇
料金所（至）	〇〇〇〇
21年10月23日 16時15分	
割引前料金	¥ 5, 4 5 0 -
割引△	¥ 1, 6 3 0 -
<hr/> 通行料金	¥ 3, 8 2 0 -
(ETC割増)	
車種	1
取扱番号	
※※※※※-※※※※※-※※※※※	
本利用証明書は、E T C 利用照会サービスで印字されたものです。	
サービスの内容の確認は・・・	
アクセスしてください。	

Advance payment to fill up the tank will be reimbursed as gasoline used for duties.

When paying by credit card (with no receipt issued)

[illegible]

Please conceal private information.

Please submit together with a delivery note or other document able to verify the details of the procurement.

**If you have any handling issues,
please contact the department in charge
of contracts.
<See P. 14 and 15 for contact
information>**

Advance Payment - Examples of Deficiencies, etc.

Receipt deficiencies

領 収 書

株式会社〇〇〇書店
千葉販売センター
HP HTTPS://XXXXXXXXXXXXXXXXXXXX
043-290-XXXX

様

2021年xx月xx日 (□) 17:20

書籍	1冊	¥1,550
文具類	1コ	¥ 752
合計		¥ 2,302
		(内税10% ¥209)

お買上点数 2点

またのご来店をお待ちしております

Books
Stationery

Computer fee

The **product name, standard, or quantity**, which are required for delivery and acceptance inspections, are not verifiable. Please request a delivery note (or other documentation listing the product name and other details).

No. _____
発行日 20〇〇/〇〇/〇〇

〒000-0000
東京都千代田区外神田4-14-1
〇〇株式会社 〇〇〇〇 御中

金額 5,600円

但し パソコン代
上記正に領収いたしました。

印 収
紙 入

〇〇〇〇株式会社
千葉県千葉市中央区〇〇 123-45
TEL 043-XXX-XXXX
FAX 043-XXX-XXXX

Other undesirable cases

Having students make advance payment for research materials, etc.

✗ Financial burden ✗ Ordering authority

Nearly all transactions are made via advance payment.

✗ Because it's convenient ✗ Because it's fast

If you have any handling issues, please contact the department in charge of contracts.
<See P. 14 and 15 for contact information>

2. Delivery

Delivery Inspection

When delivery is made or services are completed, a delivery inspection by the Inspection Center is required.
Please bring the actual goods, invoice, etc. to the Inspection Center for delivery inspection.

*However, this is not necessary if the supplier has already had the goods inspected at the Inspection Center prior to delivery.

[The Inspection Check Sheet is used when conducting delivery inspections]

検収チェックシート

受領者印 (※2)	受領年月日	調達予算 (※1)	所管
検収センター印	検収年月日	財源	

See P. 13

Please fill in the date of delivery (date of confirmation)

部局名 講座・研究分野

メールアドレス等

Attach the delivery note

納品書

納品No 1234567890
納品日 2016/04/01

株式会社○○○○○商會 中

〒123-4567 東京都○○区○○町1-2-3

合計金額 ¥745,200
支払条件 月末締め翌月末払い

品名	数量	単位	単価	金額	備考
○○○○○	10	箱	9,000	90,000	○○○○○○○○○○
○○○○○一式	5	セット	120,000	600,000	○○○○○○○○○○

検収チェックシート

受領者印 (※2) 受領年月日 調達予算 (※1) 所管

検収センター印 検収年月日 財源

部局名 講座・研究分野 メールアドレス等

内線電話番・メールアドレス等

690,000
8%
55,200
745,200

1. Delivery confirmation

Please confirm that the delivered goods, etc. match the ordered standards and quantities.

2. Confirmation seal

If there are no problems, please fill in the date of delivery and affix your confirmation seal (or signature) on the Inspection Check Sheet.
*Please affix the personal seal (or signature) of the individual conducting the confirmation.

- *1 The same applies to items for which **advance payment** has been made.
- *2 If you are unable to bring in the goods, etc., a **photograph** (or other means of verifying the quantity, etc.) is acceptable.
- *3 Please consult with the department in charge of contracts in advance if the equipment is to be installed in a **remote area** or other off-campus location.

Inspection Center Locations

- [Nishi-Chiba Area] In the Financial Division of the Nishi-Chiba Area Administration Department (1F of the Main Common Building)
- [Inohana Area] In the Chiba University Co-op Life Center
In the Disaster Prevention Center on the 1F of the Research Building of Medical Science
- [Matsudo Area] In the Accounting Office of the Matsudo Area Administration Division
- [Kashiwanoha Area] In the Accounting Office of the Kashiwanoha Area Administration Division

3. Payment

- Upon receiving an invoice from a vendor, please promptly send it to the department in charge of contracts.
- Payment of invoices from vendors and claims for reimbursement for advance payment by faculty members will be transferred to the designated bank account on the 25th of the month following the day the invoice is received.

In principle, the university uses deferred payment for transactions, under the condition that “the sales price must be paid by the last day of the month following the date of receipt of the invoice.”

Note 1: If not yet processed via the **Online purchase and travel expense claim system**, please input and send the information before sending the relevant documents (see P. 2) to the department in charge of contracts.

Note 2: In the case of payments that include assets (see next page), in principle, please send it to the department in charge of contracts by the 10th of the month following the month in which the delivery was made.

Note 3: Please note that paying vendors late may incur late fees.

<Reference 1> Important points relating to the invoice system

- The invoice system was introduced on October 1, 2023.
- It is necessary to be aware of whether the counterparty to a transaction is a **qualified invoicing business operator** or a **tax-exempt business operator, etc.**, when conducting transactions.

☑ Procurement of goods

Is the counterparty to the transaction a qualified invoicing business operator or not?

NO

Requires the same documentation as before.
As this increases the university's consumption tax burden, please request a change to a vendor registered as a qualified invoicing business operator.

YES

A qualified invoice is required.

*Do the issued invoice and other documents meet the requirements (1) through (6) in the figure on the right?

[The main points to check (points different from conventional invoices)]

- Is the registration number listed in addition to the name/title? (1)
- Is the applicable tax rate listed? (4)
- Is the consumption tax amount, etc. listed classified by tax rate? (5)

適格請求書	適格簡易請求書
① 適格請求書発行事業者の氏名又は名称及び登録番号	① 適格請求書発行事業者の氏名又は名称及び登録番号
② 課税資産の譲渡等を行った年月日	② 課税資産の譲渡等を行った年月日
③ 課税資産の譲渡等に係る資産又は役務の内容（課税資産の譲渡等が軽減対象資産の譲渡等である場合には、資産の内容及び軽減対象資産の譲渡等である旨）	③ 課税資産の譲渡等に係る資産又は役務の内容（課税資産の譲渡等が軽減対象資産の譲渡等である場合には、資産の内容及び軽減対象資産の譲渡等である旨）
④ 課税資産の譲渡等の税抜価額又は税込価額を税率ごとに区分して合計した金額及び適用税率	④ 課税資産の譲渡等の税抜価額又は税込価額を税率ごとに区分して合計した金額
⑤ 税率ごとに区分した消費税額等	⑤ 税率ごとに区分した消費税額等又は適用税率
⑥ 書類の交付を受ける事業者の氏名又は名称	

請求書

△△商事株式会社
登録番号 T 012345...

11月分 131,200円 × ×年11月30日

日付	品名	金額
11/1	魚 *	5,000円
11/1	豚肉 *	10,000円
11/2	タオルセット	2,000円
...
合計	120,000円	消費税 11,200円
8%対象	40,000円	消費税 3,200円
10%対象	80,000円	消費税 8,000円

④ → *

② スーパー○○

XX年11月30日 東京都...
登録番号 T 123456...

③ 領収書

品名	数量	金額
ヨーグルト *	1	¥108
カップラーメン *	1	¥216
ビール	1	¥550
合計		¥874
8%対象		¥243
10%対象		¥550
消費税額		¥50
お預り		¥1,000
お釣		¥126

⑤ 適用税率又は消費税額のどちらかを記載 ※両方を記載することも可能

☒ Advance payment

your application in the new format.

Is the counterparty to the transaction a qualified invoicing business operator or not?

↓ YES

A qualified invoice is required.

NO →

*Please submit
The documents to be attached are the same as before.
As this increases the university's consumption tax burden, please request a change to a vendor registered as a qualified invoicing business operator.

Special care is needed in cases in which a student or individual from outside of the university makes advance payment. Please convey the above as a precaution when making advance payment.

If invoice-related documents are not in order, etc., the university will be forced to bear the consumption tax.

[Points to check]

- The format of advance payment invoices has changed. Please ensure that the application is made in a format compliant with the invoice system.
 - Is a qualified invoice attached? Previously, it was only possible to make a claim for reimbursement for advance payment using credit card statements, but now it is necessary to attach an invoice (invoice or receipt, etc.) in addition to a credit card statement.
 - Does the receipt, etc. designate to whom it is addressed? Receipts not addressed to anyone may not be used as a tax credit for purchases, so please make sure to have invoices clearly addressed to Chiba University, etc.
- * However, qualified simple invoices issued by taxi companies and retailers such as supermarkets may be used as tax credit for purchases even when not addressed.

For details on the invoice system, please click here↓(on-campus website).

<https://gakunai.jm.chiba-u.jp/zaimu/invoice/>

<Reference 2> Asset management

- When procuring items worth 100,000 yen (including tax) or more and that you plan to use for one year or longer, the items will be registered and managed as university assets. (Excluding replacement parts for equipment and software for education and research)
- The faculty member who procured the item (the principal user) is obliged to manage it appropriately as an assistant administrator (Article 6 of the Detailed Regulations on Management of Fixed Assets).

Note 1: When entering information into *the Online purchase and travel expense claim system*, please be sure to enter the location of use (building name and room number) in the remarks field. (Ex: Room ***, ○F, Engineering Research Building)

Note 2: An asset management label will be at a later date. Please attach it to the item concerned.

Note 3: It is necessary to apply for disposal, etc. when an item is no longer in use due to being beyond repair or becoming obsolete, etc., in which case, please contact the department in charge of contracts.

Note 4: When you discover that an item has been lost or stolen, please immediately report it to the person in charge of management (department head) or the department in charge of contracts.

**If you have any questions, please contact
the department in charge of contracts.**

<See P. 14 and 15 for contact information>

<Reference 3> Manual on Forms and System Operation

If you having difficulties operating the system, please contact the department in charge of contracts.
<See P. 14 and 15 for contact information>

Online purchase and travel expense claim system main screen
<http://www.jm.chiba-u.jp/co-buy/start.asp>

Web購入
旅費請求
システム

システム
本番環境
ログイン

システム練習環境

再利用掲示板(Kururi)

新着情報

過去ログ

お知らせ情報

財務会計システム操作説明

(様式)飲食費支出伺

(様式)交通費(日帰業務)請求書

(様式)立替払請求書

(様式)検収チェックシート

運用関連参考資料

システムQ&A[H23.08.30]

対応OSとブラウザ一覧[H26.06.13]

論文投稿料の財務会計システムへの入力について(依頼)[R3.07]

グリーン購入について(ご協力お願いします)

立替払システムについて

操作説明・便利ツール・各種様式

通格請求書発行事業者登録制度(インボイス制度)導入に伴う注意点について[R5.9.7]

納品分について[R5.9.25]

財務会計システム操作説明会テキスト[R1.11.30]

(様式)飲食費支出伺[R2.7.15]

(様式)交通費(日帰業務)請求書[R5.9.25]

(様式)立替払請求書[R5.9.25]

(様式)検収チェックシート[R3.8.24]

HAS(Web人事給与サードパーティ)[H29.10.20]

※通勤手当・扶養手当等の各種手続きはこちら

Forms and Operation Manual

GrowOne財務会計 V3

お知らせ

処理日変更

購入依頼入力

経費申請入力

旅費申請入力

データ照会

環境設定

お知らせ情報

インボイス制度施行について

R5.10.1納品分よりインボイス

インボイス制度に申しこ注

インボイス制度に対応した

に付けておりますの

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