**研究生课程立项建设经费拨发表**

填表日期：

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 项目名称 | |  | | |
| 立项年度 | |  | | |
| 项目组成员（含负责人） | | | | |
| 姓 名 | 年 龄 | | 学历 | 职 称 |
|  |  | |  |  |
|  |  | |  |  |
| 申请金额 | | |  | |
| \*用途明细 | | |  | |
| 可用额度（教务处相关工作人员填写） | | |  | |

项目负责人签字：

经办人签字：

教务处负责人签字：

\*附：经费使用途及拨发相关条例

“本次立项建设的课程，学校已拨出专门的建设经费，每门课程2万，主要用于：必要的参考图书及音像资料购置，电子教案制作，组织或参加教学研讨会议，必要的教学设备购置等。课程建设经费将划拨到课程负责人所在院（系），同时通知负责立项建设课程的教师。请承担课程建设项目的教师应当本着“厉行节约、专款专用”的原则，使用课程建设经费。

”

**Application Form of the Graduate Course Construction Fund**

Date：

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Name | |  | | |
| Approval Year | |  | | |
| Project Member(Including project leader) | | | | |
| Name | Age | | Educational Background | Title |
|  |  | |  |  |
|  |  | |  |  |
| Amount | | |  | |
| \*Description | | |  | |
| Balance(Fill by the officer in EAO) | | |  | |

Signature of Project Leader ：

Signature of Transact ：

Signature of EAO Director：

\*Regulation relevant to Construction Fund:

“The school has set aside a special construction fund for these projects, 20,000 Yuan per course. The fund is mainly used for: the purchase of the necessary reference books and audiovisual materials, electronic lesson plans, organization or attendance of teaching seminars, and the purchase of necessary teaching equipment. The course construction funds will be appropriately distributed to department where the project leaders belong and the professors in charge will be informed at the same time. Please utilize this construction funding in the principle of austerity and being earmarked.”