別表第2(第3関係、第4関係、第5関係)

記号区分：☆名義者　◎専決者　○補助者

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 区分 | 事務の範囲 | | | | 名義者 | | | | | 専決者及び補助者 | | | | | | | | | | | | | | | | | | | | |
| 学長 | 契約担当役 | 出納命令役 | 出納役 | 資産管理役 | 事務局長 | 事務局次長 | 財務課 | | | | | | | 施設課 | | | 総合情報課 | | | | 産学連携・研究推進課 | | 左記以外の課・室 | | |
| 課長 | 専門員 | 財務企画係長 | 契約第1係／  契約第2係 | | 経理係 | | 課長 | 専門員 | 係長 | 課長 | 専門員 | 係長 | 担当者 | 課長 | 係長 | 課長 | 係長 | 担当者 |
| 係長 | 担当者 | 係長 | 担当者 |
| 財務及び会計(簿記上の取引に係る事務) | 仕訳(振替伝票の作成) | 債権取引(債権計上票の作成) | | |  |  | ☆ |  |  |  |  |  |  | ◎ |  |  | ◎ |  | ◎ |  |  |  |  | ◎ |  |  |  |  | ◎ |  |
| 債務取引(振替伝票の作成) | | |  |  | ☆ |  |  |  |  |  |  |  | ◎ |  | ◎ |  | ◎ |  |  |  |  | ◎ |  |  |  |  | ◎ |  |
| 入金取引 | | |  |  |  | ☆ |  |  |  |  |  |  |  |  | ○ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 出金取引 | | |  |  |  | ☆ |  |  |  |  |  |  | ○ |  | ○ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 資金移動(口座間振替) | | |  |  | ☆ |  |  |  |  | ◎ |  |  |  |  | ○ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 有価証券取引 | | |  |  | ☆ |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 固定資産取引 | | |  |  | ☆ |  |  |  |  |  |  |  | ◎ |  |  |  | ◎ |  |  |  |  | ◎ |  |  |  |  |  |  |
| 内部取引 | | 勘定科目振替 |  |  | ☆ |  |  |  |  |  |  | ◎ | ◎ |  | ◎ |  | ◎ |  |  |  |  | ◎ |  |  |  |  | ◎ |  |
| 予算執行振替 |  |  | ☆ |  |  |  |  |  |  | ◎ | ◎ |  | ◎ |  | ◎ |  |  |  |  | ◎ |  |  |  |  | ◎ |  |
| 総勘定元帳の記帳 | | | |  |  | ☆ |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 補助簿の記帳 | 固定資産台帳 | | |  |  | ☆ |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 現金出納簿 | | |  |  |  | ☆ |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 預金出納簿 | | |  |  |  | ☆ |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 有価証券台帳 | | |  |  |  | ☆ |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 債権管理簿 | | |  |  |  | ☆ |  |  |  |  |  |  |  |  | ○ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 現金領収証書受払簿 | | |  |  |  | ☆ |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 決算手続き | 合計残高試算表の作成 | | | ☆ |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 決算振替仕訳 | | |  |  | ☆ |  |  |  |  |  |  | ◎ | ◎ |  | ◎ |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |
| 財務諸表の作成 | | | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 再振替仕訳 | | |  |  | ☆ |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 予算 | 予算の作成、補正 | | | | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 予算の配分、流用 | | | | ☆ |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 予算の執行管理 | | | | ☆ |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 予算差引簿の記録 | | | |  |  | ☆ |  |  |  |  |  |  | ○ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 経理 | 収入 | 債権の調査決定及び請求書等の発行 | | |  |  | ☆ |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 収納手続き | 口座入金確認 | |  |  |  | ☆ |  |  |  |  |  |  |  |  | ○ | ○ |  |  |  |  |  |  |  |  |  |  |  |  |
| 現金収納 | |  |  |  | ☆ |  |  |  |  |  |  |  |  | ○ | ○ |  |  | ○ |  |  | ○ |  |  | ○ |  | ○ |  |
| 領収書の払出・管理 | |  |  |  | ☆ |  |  |  |  |  |  |  |  | ◎ | ○ |  |  | ○ |  |  | ○ |  |  | ○ |  | ○ |  |
| 督促状の発行 | | |  |  | ☆ |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 債権放棄の決定 | | | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 支払 | 請求書の受理 | | |  |  | ☆ |  |  |  |  |  |  |  | ◎ |  |  |  |  |  | ◎ |  |  | ◎ |  |  |  |  |  |  |
| 支出金額が1,000万円未満の決定 | | |  |  | ☆ |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 支払手続き(口座振込、現金払出) | | |  |  |  | ☆ |  |  |  |  |  |  |  |  | ○ | ○ |  |  |  |  |  |  |  |  |  |  | ○ | ○ |
| 小口現金責任者の設置に関すること | | | |  |  |  | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 資金管理 | 金融機関との取引の開始又は終止 | | | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 金融機関における口座開設及び廃止 | | |  |  | ☆ |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 収納金の口座預入 | | |  |  | ☆ |  |  |  |  |  |  |  |  |  | ◎ | ○ |  |  |  |  |  |  |  |  |  |  |  |  |
| 預金の払出 | | |  |  | ☆ |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 口座振替(資金移動。小口現金払出を除く。) | | |  |  | ☆ |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 預金通帳の保管 | | |  |  | ☆ |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 銀行届出印の保管、押印 | | |  |  | ☆ |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 現金の保管 | | |  |  | ☆ |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 有価証券の保管 | | |  |  | ☆ |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| つり銭の管理 | | |  |  | ☆ |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 伝票等の保管 | 債権計上票 | | |  |  |  | ☆ |  |  |  |  |  | ◎ |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 振替伝票(支出伝票) | | |  |  |  | ☆ |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 振替伝票(支払伝票) | | |  |  |  | ☆ |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 領収証書 | | |  |  |  | ☆ |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 資金 | 余裕金の運用 | | | | ☆ |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 短期借入、長期借入、国立大学法人債券の発行及び出資 | | | | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 固定資産管理 | 不動産等の管理 | 不動産等の統括管理 | | | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 不動産の管理(管理、処分等) | | | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 重要財産の取得又は処分 | | | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 物品の管理 | 固定資産及び少額備品の統括管理 | | | ☆ |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 固定資産及び少額備品の管理(取得、管理、処分等) | | |  |  |  |  | ☆ |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 図書の管理 | 図書の統括管理 | | | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 図書の管理(取得、管理、処分等) | | |  |  |  |  | ☆ |  |  |  |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |
| 契約 | 競争参加資格の認定等 | | | |  | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 支出契約 | 工事請負 | 契約見込額が1,000万円以上または、政府調達に係る協定の適用を受ける契約 | |  | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 契約見込額が1,000万円未満の契約 | |  | ☆ |  |  |  |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |
| 物品購入、役務提供及び製造請負(図書館資料に係る契約を除く。) | 契約見込額が1,000万円以上または、政府調達に係る協定の適用を受ける契約 | |  | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 契約見込額が200万円以上1,000万円未満の契約 | |  | ☆ |  |  |  |  |  | ◎ |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |
| 契約見込額が200万円未満の契約 | |  | ☆ |  |  |  |  |  |  |  |  | ◎ |  |  |  | ◎ |  |  |  |  | ◎ |  |  |  |  |  |  |
|  |  | 図書館資料に係る物品購入、役務提供及び製造請負 | 契約見込額が1,000万円以上または、政府調達に係る協定の適用を受ける契約 | |  | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 契約見込額が200万円以上1,000万円未満の契約 | |  | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |
| 契約見込額が200万円未満の契約 | |  | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |
| 収入契約 | 共同研究及び受託研究に関する契約 | | |  | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |
| 売払契約(重要財産) | | | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 売払契約(重要財産を除く) | | |  | ☆ |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |
| 貸付契約 | 不動産等(土地及び建物の短期貸付を除く。) | |  |  |  |  | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 土地及び建物の短期貸付 | |  |  |  |  | ☆ |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |
| 物品 | |  |  |  |  | ☆ |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 契約 | その他の契約 | 長期の無償貸付・借入(不動産等) | | |  |  |  |  | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 短期の無償貸付・借入(不動産等) | | |  |  |  |  | ☆ |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |
| 無償貸付・借入(物品) | | |  |  |  |  | ☆ |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 無償貸付・借入(図書) | | |  |  |  |  | ☆ |  |  |  |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |
| 寄附受(不動産等) | | |  |  |  |  | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 寄附受(物品等) | | |  |  |  |  | ☆ |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 無償譲渡(現金、現金等価物及び不動産等を除く。) | | |  |  |  |  | ☆ |  |  | ◎ |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |
| 寄附受(現金、現金等価物及び不動産等を除く。) | | |  |  |  |  | ☆ |  |  | ◎ |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |
| 寄附金受入れ | | | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |
| 知的財産権に関する契約 | | |  | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 各課・室の所掌に関する契約 | | |  | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ◎ |  |  |
| 契約書の保管 | | | |  | ☆ |  |  |  |  |  |  |  |  | ○ |  |  |  |  |  | ○ |  |  | ○ |  |  | ○ |  | ○ |  |
| 仕様策定及び機種選定等に係ること | | 契約見込額が1,000万円以上または、政府調達に係る協定の適用を受ける設備 | | ☆ |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 上記以外 | | ☆ |  |  |  |  |  |  | ◎ |  |  |  |  |  |  | ◎ |  |  | ◎ |  |  |  |  |  |  |  |  |
| 工事契約の設計図書及び仕様書等に係ること | | 予定価格が200万円以上の契約 | |  | ☆ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 上記以外 | |  | ☆ |  |  |  |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |
| 入札の執行 | | | |  | ☆ |  |  |  |  |  | ○ | ○ |  |  |  |  |  | ○ | ○ |  | ○ | ○ |  |  |  |  |  |  |  |
| 契約担当役印・出納命令役印・出納役印の保管、代行押印 | | | |  | ☆ | ☆ | ☆ | ☆ |  |  |  | ○ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 監督 | | | |  | ☆ |  |  |  |  |  |  | ○ |  |  |  |  |  |  |  | ○ | ○ |  |  |  |  |  |  |  |  |
| 検査 | | | |  | ☆ |  |  |  |  |  |  |  |  | ○ | ○ |  |  | ○ | ○ | ○ |  |  | ○ | ○ |  |  |  | ○ | ○ |
| その他 | 補助者の委任及び委嘱 | | 本学教職員 | | ☆ |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 本学以外の者 | | ☆ |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 会議費 | | | | ☆ |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 前金払・概算払 | | | | ☆ |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 立替払 | | | | ☆ |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |
| 納付前執行 | | | | ☆ |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 契約の公表 | | | |  | ☆ |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 計算証明 | | | | ☆ |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 寄附金の使途変更及び移し換え | | | | ☆ |  |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| コーポレートカードの使用 | | | |  | ☆ |  |  |  |  |  | ◎ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

備考

一　課長には、室長を含むものとする。

　　専門員については、名義者が指名する専門員とする。

二　係長には、専門職員を含むものとする。

三　支払手続の補助者のうち、「左記以外の課・室」の補助者は、職員等の給与の支払を担当する者に限る。