

I-SHOU UNIVERSITY

Additional Description for Procurement Projects / Payment Requests

Serial No.		Title		Date of Request	
					(mm/dd/yyyy)
Procurement/ Payment Requested by		Requesting Unit			
Office of General Affairs	Comments				
	Staffer-in-charge		Head of the Unit		
Requesting Unit	Description	(Supporting documents may be attached.)			
	Requester		Head of the Unit	First-level Administrative Head	
Office of Accounting		Vice President		President	