



I-SHOU UNIVERSITY

Deferred Delivery / Completion Sheet for Contractors

Date:		(mm/dd/yyyy)	
Procurement Title			
Procurement No.			
Contractor			
Deadline for Delivery		(mm/dd/yyyy)	
<input type="checkbox"/> Exact date of delivery or completion <input type="checkbox"/> Extended date of delivery or completion		(mm/dd/yyyy)	
(Please tick and complete one of the four columns that applies) Reasons and Handling	<input type="checkbox"/> Extension approved by the University: •Reason: Due to the location of the University: <input type="checkbox"/> The deferred delivery was caused because the location where purchased items will be stored is not available yet. <input type="checkbox"/> The deferred delivery was caused because of other construction projects of the University. <input type="checkbox"/> The deferred delivery was requested by the University. <input type="checkbox"/> Others: •Handling: No fine or default fine will be imposed, and the deadline for delivery is extended.		
	<input type="checkbox"/> Suffering from natural / man-made calamities or special incidents: •Reason: _____ •Handling: <input type="checkbox"/> Evidence is provided and confirmed by the University. No fine or default fine will be imposed, and the deadline for delivery is extended. <input type="checkbox"/> Evidence is not provided or evidence is provided but not recognized by the University. The delivery is considered overdue for ____ days, and the total fine is NT\$ _____. <input type="checkbox"/> Others:		
	<input type="checkbox"/> Reasons attributable to the contractor: •Reason: _____ _____ •Handling: Overdue for ____ days; total fine: NT\$ _____.		
	<input type="checkbox"/> Others:		

Requesting Unit			Office of General Affairs			Office of Accounting	President / Vice President for Administration
Requested by	Department Chair (Section Chief)	First-level Head of the Unit	Staffer-in-charge	Section Chief of General Affairs Section	Dean		

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