

# I-SHOU UNIVERSITY

## Application Form for Revisions to Procurement Requests

Date:

<b>Serial No.</b>		<b>Title</b>		<b>Date of Request</b>	
<b>Requested by</b>		<b>Requesting Unit</b>		<b>Budget Amount</b>	
<b>Item(s) to be Revised</b>	<input type="checkbox"/> Specifications <input type="checkbox"/> Item(s) <input type="checkbox"/> Quantity <input type="checkbox"/> Amount <input type="checkbox"/> Others (please specify):				
<b>Requesting Unit</b>	<b>Original Procurement</b>				
	<b>Revised Procurement</b>				
	<b>Applicant</b>	<b>Head of the Unit</b>	<b>First-level Administrative Head</b>	<b>Vice President</b>	
<b>Office of General Affairs</b>	<b>Application Result</b>				
	<b>Staffer-in-charge</b>		<b>Head of the Unit</b>		<b>First-level Administrative Head</b>

Notes:

1. You may attach supporting documents if the space above is not enough.
2. If a requesting unit wants to make an extensive revision to its procurement project, it is required to submit this form as reference after this form has been signed by its administrative heads and the Section Chief of the General Affairs Section.