**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** | | |  | |