**I-SHOU UNIVERSITY**

**Additional Description for Procurement Projects / Payment Requests**

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| --- | --- | --- | --- | --- | --- |
| **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** |  |