**I-SHOU UNIVERSITY**

**Deferred Delivery / Completion Sheet for Contractors**

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

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| 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 |
|  |  |  |  |  |  |  |  |