**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 |
|  |  |  |  |  |  |  |  |