

I-SHOU UNIVERSITY

Application Form for Revisions to Procurement Requests

Date:

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

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.