THE CHINESE UNIVERSITY OF HONG KONG
WORKS ORDER / COMMITMENT FORM

*(For purchase of **fixed asset** by applicant, please send this form to Business Section, Bursary for issuing the Fixed Asset Number first)*

Contractor's Name and Address **No. ( )**	**Works Order No.** C _ _ _ _ _ _ _ _ - _ _
	(√ appropriate box below, ***Note***)
	Tender Waived ☐
	Tender Approved ☐ **Tender No.** _____
	Quotation Received ☐ **Quotation No.** _____
	Bursary (PO) Ref. _____

Item	Description	Quantity	Unit	Unit Price	Amount
					HK$
	Commencement Date : Completion Date :				
				Estimated Total*:	0.00

* Subject to remeasurement

Note: Prescribed tendering/purchasing procedures must be complied with, before commitment is made with the contractor.

Account Assignment			
Company Code :			
Item	**Amount / Qty / %**	**Account Code**	**Cost Ctr/Project/ Bus. Area**

Fixed Asset Location / Responsible Cost_Ctr			
Department (User) Name			
Responsible Cost_Ctr (Dept Code)			
Bldg Code / Floor / Room			

For Business Office Use Only			
Item	**Asset Number**	**Location**	**Room**

Works Order issued by CDO/EMO

Signature _____
David S. W. Lim
Director, Campus Development Office

Date _____

Requested by
Project Mgr/Eng _____ (Siganture) Tel: _____
(Name)

File Ref. _____

c.c. Director, EMO
Mr. C. N. Kwong, CDO