

**THE CHINESE UNIVERSITY OF HONG KONG
FACILITIES / WORKS BUDGET ALLOCATION FORM**

(1) **Description of the Work Required: (Supplement with a sketch if possible) and Justification**

(2) **Date Facility Required:** _____ **Date for Work to Commence:** _____

(3a) **Applicant:** Name in Block Letters _____
Department/Unit _____
Telephone No. _____
Date _____

(3b) **Endorsed by: (Budget Holder)** Signature _____
Name in Block Letters _____
Designation _____
Department/Unit _____

This endorsement authorises the Campus Development Office to proceed with the work and charge it to the account indicated below, without processing through steps (5) - (6) for work not exceeding \$10,000.)

(4) **Comments by Campus Development Office**

- Proposal may be implemented as requested.
- Proposal may require to be adjusted for implementation.
- Proposal may not be implemented owing to: _____

Order of Cost	Amount (\$)	Account Assignment	
		Company Code :	C001
		Account Code	Cost Ctr/ Project/Bus. Area
1. Building Works			
2. Electrical Works			
3. Mechanical Works			
4. Others			
5. Fixed Asset			
6. Services Charges (to CDO A/c 7740015-590152)			
Total :			

CDO Staff Involved :

Name _____ Designation _____ Contact Tel. No. _____

Signature _____
Director of CDO
Date _____
File Ref. : _____

Tender/Quotation Reference :

Works Trade _____ Tender/Quotation No. _____ Contractor _____
Building Works _____
Electrical Works _____
Mechanical Works _____
Others : _____

(5) **Endorsement of Cost by Budget Holder**

Signature _____ Date _____

(6) **Approval by the Bursary (For Application in excess of \$10,000)**

Signature _____ Date _____

* The Approval by Bursary on this form is **for budget allocation only**. The commitments will be made following prevalent tender procedures or by placement of works orders with term contractors.