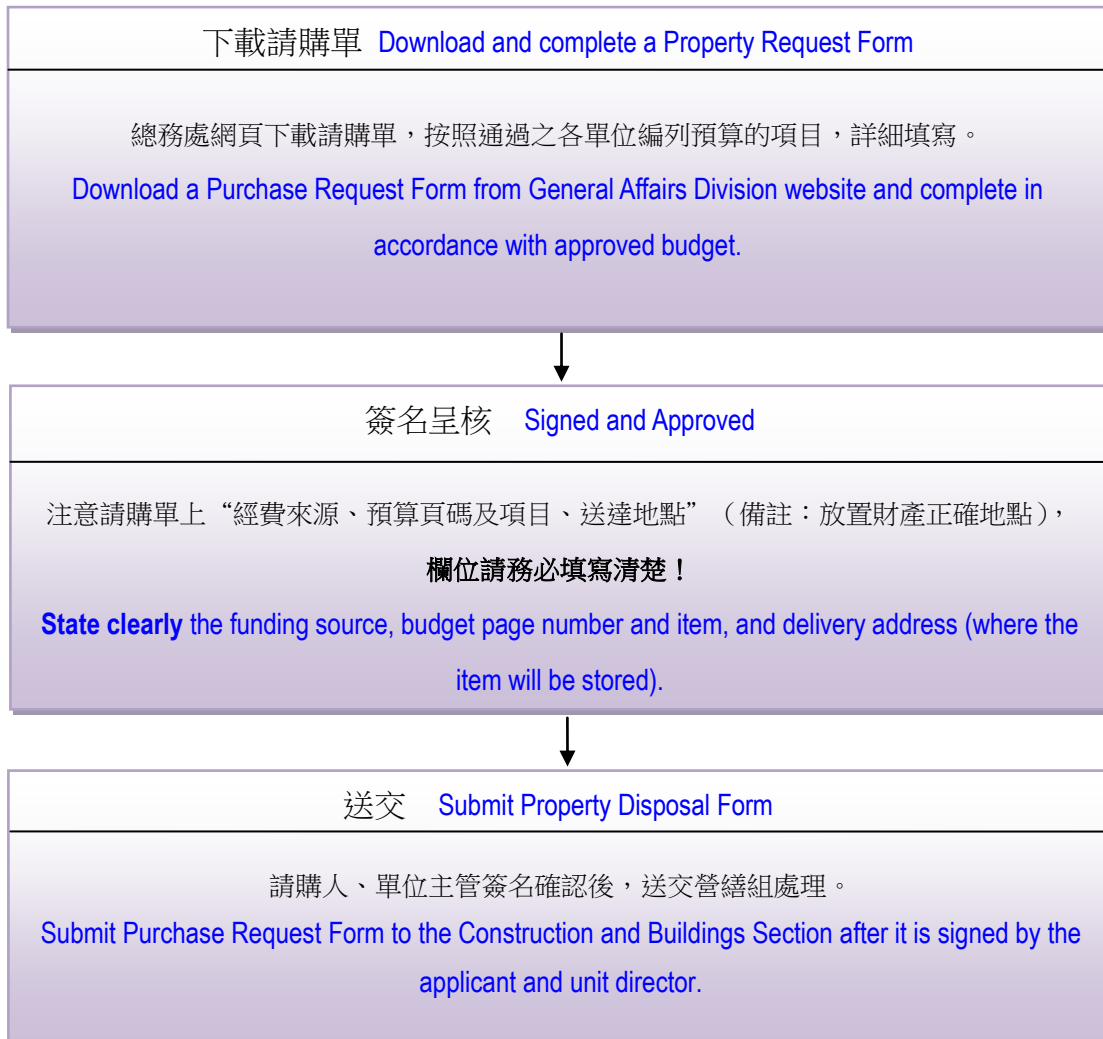


營繕組 - 財產請購流程表

Construction and Buildings Section--Property Purchase Procedures

一、 流程圖 Flow Chart :



二、 詳細說明 Explanation :

1. 各單位依據通過之預算項目，詳細填寫請購單各欄位。Clearly fill in each column in the Purchase Request Form in accordance with approved budget items.
2. 注意請購單上“經費來源、預算頁碼及項目、送達地點”等欄位（備註說明：放置財產正確地點），請務必填寫清楚！State clearly funding source, budget number/item, and delivery address (where the item will be stored).