CDO Ref. No.	С					-		
, OE HONG	TZC	MO				(input the	he suffix	
OF HONG	KU	JNG				only if a	pplicable	e)

THE CHINESE UNIVERSITY OF HONG KONG EACH PRICE / WODES DUDGET ALLOCATION FORM

	Descripti Works Location :	on of the	Work Requir	red : (Sup	pleme	nt	with a s	sketcl	n if possib	ole) a	and Justif		on .	(in Contact Directory)					
	I	Building Na cription : (S												Building Code	Floor	Room	n			
(2a) l	Date Fac	ility Requ	uired:								(2b) Date	for	Work to Co	mmence:						
(3a) A	Applican	t (User):									(3b) End	orse	nent by Bud	lget Holder / Un	it Head f	for this	Application:			
	Name	e in Block	Letters								_		Sig	gnature						
			College									Na								
		Teleph	one No																	
			Date								. Е	epar	tment/Unit /C	College						
(3c)]	Proposed Funding Source(s):																			
	Cor	npany Cod	le Accour	nt Code			entre/ ect		nding Type ock Grant		ase tick) f-financed	St	pport %							
-	1.	001/or	59003	80/ or																
-	2.	se specif																		
-	3.		_						<u> </u>											
-	4.			Total sho	uld be	10	0%						100%							
<u>L</u> ∆ppli	cant (use	r) should	first complete					3h) ar	nd (3c)				10070							
* *	Order of			items (1),	(20), (2		,		. ,	v En	nding Aco	niin	t(s)·							
			ov Campus De	evelopme	nt Offic								etted by Fina	ance Office)						
Cost Items Amount (\$)					Company		ny	Account Code		Cost Centre/		Block Grant		Budget 1		Vetting by FNO Funding Unit (thereafter pass to AOU for PR	AOU for PR			
	Cost	Ittilis		Amoun	ι (ψ)		Code	e	recount	Joue	Projec	t	Amount (\$)	Amount (\$)	Sign	ature	creation if amt > 1 orders; otherwise re			
	1. Build	ing Work	s															()		
	2. Electi	rical Worl	xs xs															()		
	3. Mech	anical Wo	orks															()		
	4. Conti	ngencies																()		
	5. Other	rs																()		
	6. Fixed	Asset				ſ												()		
-			Sub-total :			ŀ														
-			Block Grant			ŀ			Block G	rant								, ,		
	7. Servi	ces Fee	(590192)			L			(59019	2)								()		
	(2643	3002)	Self-financed (590152)						Self-finar (59015									()		
			(a) Total:			L					Tot	al :								
ഥ			for single orde										(b)	(c)			•	(b) + (c) = (a)		
` ′	CDO Sta Name	ff Involve	ed: (PIC is the	person in Designati		fc		ries) ntact l	No		Tene Wor		Quotation Re ade Te	eference: ender/Quotation N	No Co	ontracto	r			
_					_						·		Works	maer, Quotation I	101	0111111111	<u>-</u>			
_											Electrical Works									
	2. 3.										•	Mechanical Works								
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31	gnature _		Directo	r of Campu	s Develo	pm	ent (D/CI	D)												
	Date			-																
F																				
	_											> \$1	0,000 or invo	olvement of multi	orders)					
1	PR No. &	AOU Ini	tial								Г	ate								

Notes:

- The approval by Finance Office / endorsement by budget holder on this form is for budget allocation only. The commitments will be made following prevalent tender procedures or by placement of works orders 1.
- Applicant (user) should complete items (1), (2a), (2b), (3a), (3b) and (3c) and send this Budget Allocation Form (BAF) to CDO for centralized registry. Any relevant approval memo from Finance Office to
- applicant (user) for funding applied by the applicant (user) for supporting the works should be submitted together with this BAF.

 The assigned Project Manager (Person-in-charge) will contact the applicant (user) for details of works and/or arrangement of site visit to facilitate the cost estimation. In case necessary, preparation of tender may be required in order to have a solid estimated cost for completion of item (4a) by CDO.
- With the completion of estimated cost in item (4a) and relevant information in item (4b) by CDO, this BAF will be signed by D/CD or his delegates in item (4b) and sent to the applicant (user) for completion of Funding Account(s) in item (5) and endorsement by the budget holder. For total amount not exceeding \$10,000, there is no need to process through step (6).
- After obtaining the budget holder's approval in item (5), applicant (user) should send the BAF to the respective funding units of Finance Office for funding clearance as soon as possible. CDO will proceed the works on (i) receiving funding clearance from FNO; and/or (ii) completion of relevant tendering/procurement procedures.