

**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**

(in Contact Directory)

Works

Location :

Building Name

Building Code

Floor

Room

Works Description : (Supplement with separate sheet if space below is not enough)

**(2a) Date Facility Required:** \_\_\_\_\_**(2b) Date for Work to Commence:** \_\_\_\_\_**(3a) Applicant (User):**

Name in Block Letters \_\_\_\_\_

Department/Unit /College \_\_\_\_\_

Telephone No. \_\_\_\_\_

Date \_\_\_\_\_

**(3b) Endorsement by Budget Holder / Unit Head for this Application:**

Signature \_\_\_\_\_

Name in Block Letters \_\_\_\_\_

Designation \_\_\_\_\_

Department/Unit /College \_\_\_\_\_

**(3c) Proposed Funding Source(s):**

	Company Code	Account Code	Cost Centre/ Project	Support %	Funding Type (Please tick as appropriate)	
					Block Grant Funding	Self-financed Funding
1.	C001/ or please specify _____	<input type="checkbox"/> 590026				
2.		<input type="checkbox"/> 590030				
3.		<input type="checkbox"/> Please specify				
4.						
Total should be 100%				100%		

**(4a) Order of Estimated Cost:**

(to be completed by Campus Development Office)

**(5) Estimated Cost by Funding Account (s):**

(to be completed by Budget Holder and vetted by Finance Office)

Cost Items	Amount (\$)
1. Building Works	
2. Electrical Works	
3. Mechanical Works	
4. Others	
5. Fixed Asset	
6. Contingencies	
Sub-total :	-
7. Services Fee (2643002)	BG funding (590192)
	Self-financed funding (590152)
<b>Total :</b>	-

(a) = (b) + (c)

Company Code	Account Code	Cost Centre/ Project	BG Funding	Self-financed Funding	Budget Holder's Signature	Budget Confirmation by Finance Office (Responsible Funding Unit)
			Amount (\$)	Amount (\$)		
						( )
						( )
						( )
						( )
						( )
						( )
						( )
	590192					( )
	590152					( )
<b>Total :</b>			-	-		

(b)

(c)

**(4b) CDO Staff Involved:** (PIC is the person in-charge for enquiries)

Name

Designation

Contact No.

1. PIC: \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Signature \_\_\_\_\_

Director of Campus Development (D/CD)

Date \_\_\_\_\_

File Ref. \_\_\_\_\_

**Tender/Quotation Reference:**

Works Trade

Tender/Quotation No.

Contractor

Building Works \_\_\_\_\_

Electrical Works \_\_\_\_\_

Mechanical Works \_\_\_\_\_

Others \_\_\_\_\_

**(6) Approval of Funding and Expenditure by Finance Office (For total amount > \$10,000)**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**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 with term contractors.
- 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).