


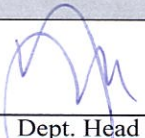
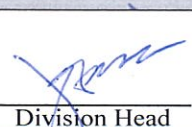
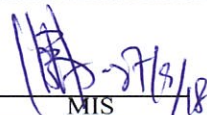


香港會議展覽中心  
Hong Kong Convention and Exhibition Centre

#4716



MISF0003  
Computing Equipment  
Request Form

User Information				MIS Only	
User Name:	Sarah Chan	Dept:	EP&C	Ref:	
Contact Person:	Sarah Chan	Delivery Location:	Facility Store	Date:	
Contact No:	Ext. 7102	Date:	19 Sep 2018	PO#:	
Budget Account:	12,000	Date Required:	31 Oct 2018		
Items	Unit	Estimated Unit Price	Qty	Total	
<b>Desktop Computer</b>	Set	\$6,000	1		
<b>Printer</b>					
Personal / Small workgroup B&W Laser Printer (A4)	Set	\$3,070			
Departmental Laser Printer (A3)	Set	\$16,000			
Personal / Small workgroup Color Laser Printer (A4)	Set	\$3,800			
<b>Software Package (NWS Bulk Contract)</b>					
MS-Office Standard MVL (ENG)	Set	\$2,463.00	1		
MS-Windows CAL	Set	\$222.00	1		
MS-Exchange CAL	Set	\$489.00	1		
Visio Standard (Eng/Chn Trad)	Paper	\$986.00			
MS-Project Standard MVL (ENG)	Paper	\$3,220.00			
Adobe Acrobat (ENG)	Set	\$2,380.00			
	Set	\$45.00			
<b>Others</b>					
LCD Monitor	Set	\$2,260	1		
GoGo Pen	Set	\$160	1		
USB Card Reader	Set	\$125			
<b>Grand Total</b>					
<b>Purchase Reason</b>					
Budgeted computer					
<b>Signature</b>					
					
User		Dept. Head		Division Head	
					
				MIS	

**CAPITAL EXPENDITURE PROJECT SUBMISSION FORM (CPSF)**  
**Project Description and Request (to be filled in by requesting / user department)**  
**FOR THE PERIOD FROM 1 JULY 2018 TO 30 JUNE 2019**

Submission Date : 22 Dec 2017 (V1)

Department: EP&C  
 Section : FLS

Item	CAPEX Budget No.	Year of Use	Classification/ Rank	Phase	Unit Price HK\$	Qty	Unit	Project Title (Description)	Total Amount HK\$	Completion Date / Month in Use	Expected Useful Life (Year)	Justification **	Execution Department (when necessary)	Addition / Replacement
MIS														
Computer & monitor at Facility Store		1988	ON	Ph II		1	set		\$12,000	2019	10	ADDITIONAL for accessing EMBS for event order computer in facility store	MISFacI	Addition
Vehicle registration programme (OR Code) for Phase I & II		New	UP	Ph I & II		1	job		\$500,000	2019	10	ENHANCEMENT	MISEPC & DC	New
Total Amount									\$512,000					

REQUESTED BY:

Initiated by (Department Head)

Requested by (Division Head)

Execution Dept (Dept Head)

(when applicable)

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All requests should fill in this Column

For requests over HK\$100,000, please provide Supporting Documents / Data, Business Plan and Return on

For requests over HK\$1,000,000, please provide drawings / graphics / sketches / photos / reports (attach supplement

Classification / Rank

ST
ST
OS
RM
ON
RID
UP
EV
SU
OT

- Safety (Life Safety / Building Safety / Health)
- Statutory (Statutory / Licensing)
- Out of Service (Out of Service / Replacement)
- Regular Maintenance (Regular Maintenance / Scheduled Replacement)
- Operation Needs (Operation Needs / Customer Needs / Customer Requests)
- Market Demand (Market Demand / Business Demand / Business Continuity) - ROI when required
- Upgrading (Upgrading / Modernization / Betterment / Refurbishment / Renovation / Improvement / Rectification / Overhaul / Dismantling / Removal / Relocation / Reinstatement / Reprovision) - ROI when required
- Evaluation (Evaluation / Analysis / Development / Survey / Monitoring / Measurement)
- Sustainability (Sustainability / Environmental / Energy Conservation / Efficiency) - ROI when required
- Others (Others / New Installations / Temporary Provisions) - ROI when required