**契約變更/展延檢點表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **日期** |  | | | **部門** | | |  | | **製表人** | | |  |
| **計畫名稱** |  | | | | | | | | | | | |
| **委託單位** |  | | | | | | | | | | | |
| **檢點項目** | | | | | **變更前** | | | | | **變更後** | | |
| **1.計畫經費** | | | □無□有 | |  | | | | |  | | |
| **2.執行人員** | | | □無□有 | |  | | | | |  | | |
| **3.計畫工項(含軟硬體需求)**  (請以附件詳列變更前後對照) | | | □無□有 | |  | | | | |  | | |
| **4.履約期限**  (請檢視是否涉及下列需求異動) | | | □無□有 | |  | | | | |  | | |
| **履約期限異動檢點(須依合約規範逐一檢點)** | | | | | | | | | | | | |
| (1)辦公室租賃 | | | □無□有 (□須辦理租賃合約變更 □其他 ) | | | | | | | | | |
| (2)專線電話/網路 | | | □無□有 (□須辦理租賃合約變更 □其他 ) | | | | | | | | | |
| (3)資訊設備 | | | □無□有 (□須辦理採請購 □其他 ) | | | | | | | | | |
| (4)車輛租賃 | | | □無□有 (□須辦理租賃合約變更 □其他 ) | | | | | | | | | |
| (5)雇主意外責任險 | | | □無□有 (□須辦理加退保 □其他 ) | | | | | | | | | |
| (6)公共意外責任險 | | | □無□有 (□須辦理加退保 □其他 ) | | | | | | | | | |
| (7)專業責任險 | | | □無□有 (□須辦理加退保 □其他 ) | | | | | | | | | |
| (8)派駐人員 | | | □無□有 (□須辦理聘用異動 □其他 ) | | | | | | | | | |
| (9)其他 | | | □無□有 | | | | | | | | | |
| **副總經理：** | | **□財務室：**  **□總務室：**  **□人資室：** | | | | **部門主管：** | | **計畫主持人：** | | | **管理師：** | |

※若涉及其他部門後續辦理，應加以會辦。