

# Organizational Charter of the Purchasing, Construction and Maintenance Section of the Shih Chien University

Approved by the school affairs meeting on September 24, 2002

Revised and approved at the 3rd school affairs meeting of the 1st semester of the 2014 academic year on December 30, 2014

Revised and approved at the 3rd executive session of the 2nd semester of the 2018 academic year on May 7, 2019

Revised and approved at the 1st school affairs meeting of the 1st semester of the 2020 academic year on October 27, 2020

Revised and approved at the 1st school affairs meeting of the 2nd semester of the 2020 academic year on March 2, 2021

Article 1: The organizational charter of the purchasing, construction and maintenance section (hereinafter referred to as the section) are formulated in accordance with Article 29, Paragraph 4 of the university's organizational charter.

Article 2: The chairman of the section shall be concurrently held by the principal, and the executive secretary shall be concurrently held by the director of the office of the general affairs. The principal, the vice principal designated by the principal, academic affairs director, student affairs director, general affairs director, research and development director, deans of each college, **finance director**, campus director, deputy academic affairs director, deputy student affairs director, and deputy general affairs director designated by the principal shall serve as ex-officio members. In addition, the principal shall select three to five members as committee members and organize them for a term of one year.

Article 3: The section shall hold regular meetings every month and may convene temporary meetings (including bid opening meetings) if necessary. The responsibilities shall be as follows:

- (1) Review of procurement and maintenance projects.
- (2) Review and improvement of procurement and maintenance business.
- (3) Matters to be discussed or assigned by the principal.
- (4) Other supervision related to procurement and maintenance business.
- (5) Handling procurement disputes and other related matters.

Article 4: The section may establish a group to handle designated business as needed, and the group's resolution must be submitted to the section for recognition.

Article 5: The organizational charter of this organization shall be approved by the administrative meeting and submitted to the principal for approval before being published and implemented, and the same shall apply when amended.