

Enriched IT Activities Programme Change Request Form

School Name : _____

Project Title : _____

Name of Project Leader : _____

Contact Phone No. : _____ Email Addr. : _____

Date of Submission (dd/mm/yyyy) : _____

Please specify your proposed changes by items in the following table :

No.	Item Description	Justification(s)
1	Original Version:	
	Proposed Change:	
2	Original Version:	
	Proposed Change:	
3	Original Version:	
	Proposed Change:	

Note: (1) Please specify breakdown by unit cost if applicable.
 (2) Please attach supplementary sheet(s) if necessary.

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Please specify the corresponding changes in Budget and Income, if applicable :

Expenditure	Original Amount (HK\$)	Revised Amount (HK\$)
i) Hire of Professional Services		
ii) Procurement and Preparation of Project Materials		
iii) Procurement and/or Rental of Equipment and Tools		
iv) Travelling Expenses		
v) Rental of Venue		
vi) Promotion		
vii) Others (e.g. Consumables, please specify)		
Total Expenditure		
Income	Original Amount (HK\$)	Revised Amount (HK\$)
i) Income (if any)		
ii) Other Funding (if any)		
iii) Fund Sought from the OGCIO		
Total income		

Please confirm everything of the proposal, except the proposed change(s) above, remains unchanged.