



# 政府學校教師協會

Union of Government School Teachers

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歡迎上網瀏覽本會資訊

號外

圖書採購

編輯部

本會就最近的圖書採購程序跟 PAS(ECP)和教育局物料供應組同寅溝通，希望能促使圖書採購流程簡化和合理化。

經過雙方坦誠溝通，本會的理解如下：

圖 1

Forecast Requirement of Chinese Education Books from 17.11.2015 to 16.11.2016

Chinese Educational Books published in Hong Kong & Taiwan	From 17-11-2015 to 16-11-2016
Category	Estimated Value HKD
Category A: School library books for primary level (children literature and non-fiction publications, including general dictionaries but not text books required by pupils at Key Stage 1 (Primary 1 to 3) & Key Stage 2 (Primary 4 to 6) published in Hong Kong and Taiwan.	
Category B: School library books for secondary level (young adult and teenagers' literature and non-fiction publications, including general dictionaries but not text books required by students at the Key Stage 3 (Secondary 1 to 3) and Key Stage 4 (Secondary 4 or above) published in Hong Kong and Taiwan.	

## 1. 書籍採購預算報表 (圖 1)

預算報表對編製合約非常重要，管職雙方須充分理解和合作，令事情順利完成。故此，本會建議各位圖書館同工：

(i) 收到申報要求，請盡速回報。[給新人的溫馨提示：約 70% (中文類)、約 30%(英語類)]，請按 貴校的實況調整比例。

(ii) 倘若未收到某學校的報表，物料供應組同寅會聯繫 閣下，藉以了解 閣下的難處。有需要亦會聯繫 貴校校長，以便提供協助。

## 2. 防止實際採購金額大於合約內的採購金額

管方實施管制措施，期望避免再發生實際採購金額大於合約採購金額的情況。故此，本會建議各位圖書館同工：

(i) 採購前，先填寫 PCard Fax Order Form (圖 2)。

(ii) 倘若總金額未確定，可寫約數。例如：約 10,000.00。

(iii) 將 PCard Fax Order Form 電郵給雷綺文女士(jennylui@edb.gov.hk)。

(iv) 當有準確的支出數目時，請再電郵給雷綺文女士，請其更正。例如：PCard Fax Order Form 編號 H001 的實際金額為 HKD\$10,298.00

## 3. 物料供應組未存有貴校的預算報表

倘若物料供應組未存有貴校的預算報表(包括 2015 年 4 月和 2015 年 9 月兩份報表)，物料供應組願意不問緣由，為 閣下提供協助。故此，本會建議各位圖書館同工：

(i) 採購前，先發電郵給雷綺文女士(jennylui@edb.gov.hk)，告知對方 貴校擬用於今次採購的金額。例如：今次的金額約 11,000.00。

(ii) 收到雷女士回覆電郵後，按電郵提供的金額進行採購。由於條件所限，未必完全滿足閣下的要求。請體諒對方的難處！

圖 2

EDUCATION BUREAU  
PURCHASING CARD FAX ORDER FORM

Division/Section ABC School

Order Ref. 

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From <u>CHAN TAI MAN</u> (Name of responsible officer) <u>A.P.</u> (Post)  Tel. No. <u>2323 1111</u>  Fax No. <u>2208 0000</u>	To <u>BBC Book Centre</u> (Attn. Ms YY Kwan )  Tel. No. <u>2323 4646</u>  Fax No. <u>2373 0003</u>
Purchasing Card No. <u>4   4   8   5   0   5   0   0</u>	<u>0   0   2   2   6   5   7   0</u> Expiry Month <u>0   1   1   5</u>
<b>Customer Reference Identifier (CRI)</b> (17 alpha-numeric characters)	User Code <span style="float: right;">Order Ref.</span>
	◀ <u>B   E   1   8   3   5   3   0   3</u>   <u>A   B   A   B</u>   <u>H   0   0   1</u> ▶
Quotation Ref.	Contract No.

Please supply the following item(s) to the address shown below -

Item No.	Description	Quantity	Unit Rate (HK\$)	Amount (HK\$)
1	英文書籍			14,322.50
<b>Total</b>				<b>14,322.50</b>

Delivery Address \_\_\_\_\_

Contact Person CHAN TAI MAN

Tel. No. 2323 1111

Authorised Signature of Cardholder \_\_\_\_\_

Date 15/9/2000

Remarks for users:

(1) This purchase was made through Purchasing Card. No GF219 or GF220 is required. Users are required to return supplier's delivery note, duly signed, to the responsible officer, within 2 working days after receipt of goods/services, for payment purpose.

(2) For enquiry, please contact the responsible officer stated above.

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