Procurement SOP for Amounts Below or Equal to NT\$150,000

* The (using) requisition unit conducts the processes directly according to relevant regulations without going through the Procurement Division

Requisition unit conducts purchase requests Prepare purchase request (generated by requisition system) > NT\$15,000 & < NT\$15,000 < NT\$150,000 Requisition amount **Directly contact supplier Directly contact supplier** for procurement for procurement **Requires quotation** from 1+ suppliers **Obtain invoice (receipt) Requisition unit conducts** the process; purchaser verifies cost before approval Write-off expense **Requisition unit conducts** Case closed acceptance without record Case closed