

HKUST SOUVENIR SHOP DEPARTMENT ORDER FORM

Step 1: Please complete the following information.

Request Date:	____/____/____		
HKUST ID:			
Contact Name:		Contact No.:	
Email Address:			
Department Name:			
Account Code:	ACCT* - ANAL* - FUND* - DEPT# - PROJ# - CLASS		
Signed by Budget Controlling Officer:	<i>(With department chop)</i>		

* Mandatory # Either DEPT or PROJ must be provided

Step 2: Browse the online catalogue and indicate the product code the product name and quantity in the boxes below.

#	Product code #	Product Name <i>(please specify the size and color if any)</i>	Quantity	Unit Cost	Total Cost
	<i>e.g. PTPAT0901</i>	<i>University Wooden Plaque</i>	<i>2 pcs</i>	<i>\$ 320</i>	<i>\$ 640</i>
1			pcs	\$	\$
2			pcs	\$	\$
3			pcs	\$	\$
4			pcs	\$	\$
5			pcs	\$	\$
Total			pcs		\$
<i>Discount for Department order)</i>					% OFF
Total after discount					\$

Step 3: Send the order form to email address: souvenir@ust.hk, you will then receive an e-mail acknowledges our receipt of your order. Once your order is processed, we will contact you via phone or email to confirm the order and arrange the pick-up. It takes around **3 working days** to process if all the information required is complete. Please bring along your HKUST identity card for verification. For any enquiries, please contact us at Tel: 2623 1222.

For Official Use Only

Goods picked up by: _____ Signature: _____
Pls. print your name.

Handled by (staff name): _____ Date: _____/_____/_____