

# HKUST SOUVENIR SHOP DEPARTMENT ORDER FORM

**Step 1:** Please complete the following information.

<b>Request Date:</b>	____/____/____		
<b>HKUST ID:</b>			
<b>Contact Name:</b>		<b>Contact No.:</b>	
<b>Email Address:</b>			
<b>Department Name:</b>			
<b>Account Code:</b>	ACCT*   -   ANAL*   -   FUND*   -   DEPT#   -   PROJ#   -   CLASS		
<b>Signed by Budget Controlling Officer:</b>	<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	\$	\$
<b>Total</b>			pcs		\$
<i>Discount for Department order)</i>					% OFF
<b>Total after discount</b>					\$

**Step 3:** Send the order form to email address: [souvenir@ust.hk](mailto: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: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_