

**HONG KONG BAPTIST UNIVERSITY
ESTATES OFFICE**

Ref No: _____

Request for Extension of Air Conditioning Service

General Enquiries: 3411 5660 / 3411 5688

Notes:

1. The completed form has to be returned to the Estates Office via the designated staff of Faculty/School/Academy/ Department/Office by email (eo@hkbu.edu.hk) **before noon of the same day if the service is needed during the evening of a working day or before noon of the last preceding working day if the service is needed on Saturday, Sunday or public holiday.**
2. For any subsequent amendment or cancellation of the request, please notify the Estates Office by calling 3411 5660 / 3411 5688 and submit a new form to the Estates Office according to the time as mentioned in point 1 above.

New Request
 Amendment
 Cancellation

Section I: User Information

Name: *Prof/Dr/Mr/Mrs/Ms/Miss _____

Unit: _____ Post: _____

Ext: _____ Fax: 3411 _____ E-mail: _____@hkbu.edu.hk

Designated Staff
(if different from above): _____ Ext: _____ E-mail: _____@hkbu.edu.hk

Section II: Extension of Air-conditioning Service

Purpose(s): _____

Room	Date	Time
		From _____ to _____
		From _____ to _____
		From _____ to _____

Section III: Authorisation for Extension of Air-conditioning Service Payment

Service Charge: HK\$ _____

Account for
Debiting Service Charge: _____

Signature of Budget Controller: _____ Name: _____ Date: _____

Section IV: Confirmation of Extension of Air-conditioning Service (For Estates Office Use only)

To: Accounting & Budgeting Section, Finance Office From: Estates Office

cc: _____ Date: _____

Order No: _____

Arrangement for the above request *has been/will be made accordingly. Please transfer the service charge, \$_____, from the user department account as stated above to the Utilities (Recovery) Account (Account Code: 11.11.2521.339118.100002.00.00). For any enquiries relating to the above, please contact our Mr _____ on ext. _____.

<i>For Finance Office Use Only</i>		Transfer JV No:	Acctg Period:
Dr Account		HK\$	
Cr Account	11.11.2521.339118.100002.00.00	HK\$	
Prepared by: _____		Input by: _____	Approved by: _____
Date: _____		Date: _____	Date: _____

* Please delete whichever is inappropriate.
 Please tick whichever is appropriate.