

THE UNIVERSITY OF HONG KONG
GRADUATE SCHOOL

Booking of PolyCom Tele-conferencing Machine

To: Graduate School (Fax: 2857-3543)

Loan Period

From _____ to _____

Purpose

- RPG oral examination (student name: _____)
- Others, please specify: _____

Signature: _____

Date: _____

Staff Name: _____

Tel: _____

Fax: _____

Department: _____

TO BE COMPLETED BY THE GRADUATE SCHOOL

To: _____

Please collect the machine on _____ from the Graduate School counter (P403, Graduate House) during office hours. Please bring along the departmental chop to acknowledge receipt of the machine. The machine should be returned to the Graduate School on or before _____. Thank you.

Name: _____
Date: _____