

Bangkok University

Form of Property Consignment to Supply Department

Office/School of City Campus Date...../...../.....
 Rangsit Campus

Purposes of Consignment:

- To temporarily store at the Supply Department until (date).....(Storage period: not over 6 months)
- To repair (The Repairing Request Form must be submitted to Purchasing Department through your VP/AP and immediate supervisor)
- To have a laundry service (The Repairing Request Form must be submitted to Purchasing Department through your VP/AP and immediate supervisor)
- To cancel usage of property Reasons:
 - Out of use
 - Property replacement
 - Out of function
 - Others:

Remarks: Cancellation of usage has to be approved by the Vice President or Assistant to the President or endorsed by the authorized supervisor.

Item no.	Property list	Number of properties consigned	Remarks

() Approved
 () Others:

 Chairperson/Head.....
/...../.....

() Approved () Disapproved
 () Others:

 Dean/Director.....
/...../.....

() Approved () Disapproved
 () Others:

 VP forAP for
/...../.....

.....
 Consignor (Print)
/...../.....

.....
 Receiver (Supply Department)
/...../.....