

**Bangkok University
Souvenir Request Form**

จบบท. 216

NO: _____
Date: ____/____/____
For Requester Part 1

To Head, Supply Department: City/Rangsit Campus

Department/ Office _____, School/ Department _____ would like to request for souvenir(s) _____ set (s), to be used for the Project/ Event _____, set for the date: ____/____/____ until ____/____/____, time _____. Venue Project/ Event _____
(Please fill in the Project authorization number: _____)

This souvenir will be given to guest/organization as detailed on the list:

1. Name _____ Organization/Position _____ Budget per piece: _____ Baht
2. Name _____ Organization/Position _____ Budget per piece: _____ Baht
3. Name _____ Organization/Position _____ Budget per piece: _____ Baht

Object (s) will be collected at Supply Department City Campus Rangsit Campus
Collection Date ____/____/____

Imagine Hub (Please specify Name/ Product code and Number of requested product in Part 3)

_____ Requester (Print) Tel: _____	<input type="radio"/> Authorized <input type="radio"/> by Vice President/ Asst. Director For consideration _____ School/Director _____ ____/____/____	<input type="radio"/> Authorized <input type="radio"/> Unauthorized <input type="radio"/> Others Vice President _____/ Asst _____ ____/____/____
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Remark: Please, kindly return this form to Supply Department before the date of Project or Event/ To modify any information on this form, The Head of School or Department must sign to verify.

For Collection at Supply Department Part 2

To Officer, Supply Department _____

Please provide the listed products for collection; the authorized products are listed below:

1. _____ (Code _____) Amount: ____ Set, Price per set _____ Baht
2. _____ (Code _____) Amount: ____ Set, Price per set _____ Baht
3. _____ (Code _____) Amount: ____ Set, Price per set _____ Baht

<input type="radio"/> Authorized _____ Head, Supply Department: City/Rangsit Campus ____/____/____	Products received _____ Collector(Print) _____ (Payee) ____/____/____ ____/____/____
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For Collection at Imagine Hub Part 3

To Imagine Hub Store,

Please provide the listed products for collection; the authorized products are listed below:

1. _____ (Code: _____) Amount: ____ Set, Price per unit _____ Baht, Total: _____ Baht
Discount _____ % _____ Baht
Final Price _____ Baht
2. _____ (Code: _____) Amount: ____ Set, Price per unit _____ Baht, Total: _____ Baht
Discount _____ % _____ Baht
Final Price _____ Baht
3. _____ (Code: _____) Amount: ____ Set, Price per unit _____ Baht, Total: _____ Baht
Discount _____ % _____ Baht
Final Price _____ Baht

Total _____ Baht

<input type="radio"/> Authorized by _____ Head, Supply Department: City/Rangsit Campus ____/____/____	Products received _____ Collector (Print) _____ Imagine Hub (Print) ____/____/____ ____/____/____
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