

**The Education University of Hong Kong Library**  
**Course Pack Student Order Form**  
**(Photocopies)**

Department: \_\_\_\_\_ Course Code: \_\_\_\_\_ Unit Price: \_\_\_\_\_ Sheet No.: \_\_\_\_\_ Octopus Code: \_\_\_\_\_

	Student Number	Student Name	Mobile Number	For Department Office Use Only				
				Octopus Receipt Submitted			Course Pack Collected	
				Octopus Receipt Number	Receiving Staff's Signature	Date	Student's Signature	Date
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

**Notes:**

1. **Ordering:** Students should fill in their details for Course Pack ordering.
2. **Payment:** Student should use Octopus Payment Machines (“OPM”) at Blk B2/ B4/ the Learning Commons at Blk C to make the payment.
3. Students should submit the **original Octopus receipt** to the Department Office as proof of payment.

**For Department Office Use Only**

	<u>Students</u>	<u>Other Course Users</u>
No. of Copies of Course Pack Printed:		
No. of Octopus Receipt submitted to FO:		NA
Debit Department/ Project (i.e. Charging Code):	NA	
Amount (HK\$):	(A)	(B)
<b>Total Amount (A+B):</b>		

\_\_\_\_\_  
Signature of Head of Department / Project Leader

\_\_\_\_\_  
Date

Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Date: \_\_\_\_\_