Office of Communications and Public Affairs

Souvenir Purchase Form

Department: _____ Date: _____

Contact Person: _____ Ext: _____

Account Code: _____

Item (s)	Quantity	Unit Price (HK$)	Sub Total (HK$)
		Total :	

Requested by: _____

(Name:)

Budget Holder: _____

(Name:)

**Please bring along with this form to OCPA for collecting souvenirs*

To be completed by OCPA

Souvenir issued by: _____ Date: _____