

Ref. No.: _____
(to be assigned by Safety Office)

**THE UNIVERSITY OF HONG KONG
ORDER FORM**

To: _____
(Name of Vendor)

From: _____
(Department/Centre/School/Unit)

*Attn: _____

*Contact Person: _____

*Contact: _____ / _____ / _____
(Telephone No / Fax No / email)

*Contact details: _____ / _____ / _____
(Telephone No / Fax No / email)

<u>Item No.</u>	<u>Cat. No.</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount (HK\$)</u>
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TOTAL:

Please deliver the above radioactive substances (RS) to _____
on or before (date): _____

FOR USER DEPARTMENT ONLY

To: Radiation Protection Officer (RPO) (email: rpuso@hku.hk / Fax: 2559 5557)

Please approve the following items to be ordered:

Item No.	Name of User	Quantity(kBq/mCi)	Laboratory (building & room no.) for working with the RS

Note: On receipt of the goods, this order form must be enclosed with the invoice and pass to the Finance & Enterprises Office for payment.

***Please see Personal Information Collection Statement overleaf**

Date: _____

Signed: _____
DRSR / Concerned person listed at the
corresponding RS licence

Date: _____

Signed &
Approved by: _____ RPO

The University of Hong Kong Safety Office Personal Information Collection Statement, Radioactive substance order. The personal data you may choose to provide in your request for service will be used solely by members of the Safety Office Radiation Safety Team to facilitate communication and arrangements for provision of Safety Office services in connection with radioactive substances. The personal data will not be transferred and disclosed to the University's faculties/schools/departments/other offices and work units/staff members. It will not be transferred or disclosed to other organisations, agencies and persons in or outside Hong Kong (e.g. service providers engaged by the University). In handling the personal data provided, the requirements of the Personal Data (Privacy) Ordinance ("Ordinance") and other applicable legal requirements of other jurisdictions will be strictly complied with. You have the right to request access to and correction of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Please visit the University's Privacy Policy Statement for enquiries or further details. If you choose to provide personal data in connection with your request for service you will be agreeing to the above statements.