



# Consumables Order Form

## (2024.08 Version)

Safety Office Staff ONLY

Ref no.

CO -

To: Chemical Safety Team, Safety Office (chemical@hku.hk)

<b>Date</b>		<b>Department</b>	
<b>Building</b> (delivery)		<b>Room</b> (delivery)	
<b>*Requested by</b>		<b>*Tel no.</b>	
<b>*Name of User</b> (To be shown on the Monthly Statement)			
<b>Account no.</b>			
<b>Remarks</b> (To be shown on the Receipt)			

\*Please see the Personal Information Collection Statement overleaf

Items	Unit	Unit Price (HKD)	Quantity	Amount (HKD)
3M Absorbent Pad (6 pieces)	Pack	250		
Bio-hazard Tag (100 pieces Yellow Identification Tag) <a href="#">Click to see instructions on ordering and using.</a>	Pack	200		
Broken Glass Box (with 1 plastic bag)	Piece	75		
L-Red Clinical Waste Bag (50 pieces, 24" X 42")	Pack	300		
L-Yellow Clinical Waste Bag (50 pieces, 24" X 42")	Pack	300		
S-Red Clinical Waste Bag (50 pieces, 24" X 24")	Pack	250		
Cryogloves	Pair	3200		
Cryo-Apron	Piece	3450		
Face Shield	Piece	150		
Plastic Spill Tray	Piece	400		
Safety Glasses	Pair	40		
Spill Kit Refill	Piece	380		
Spill Response Kit	Piece	560		
Mercury Spill Response Kit	Piece	1500		
Steel Spill Tray	Piece	750		

The Finance & Enterprises Office is authorized to debit from your account and credit the same to the Safety Office account according to the information in this order form.

<b>Total (HKD)</b>	
<b>Approve and Sign by Budget Holder</b>	

Remarks :

- Each order form can be used for ONE location and ONE Account no. ONLY.

<b>Please sign and chop here after you have received the item(s)</b>	
<b>Date</b>	

**The University of Hong Kong Safety Office Personal Information Collection Statement, Consumable Order.**

The personal data you may choose to provide in your request for service will be used solely by members of the Safety Office Chemical Safety Team to facilitate communication and arrangements for provision of Safety Office services in connection with Consumable Order. 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.