

REQUISITION FORM FOR EQUIPMENT Form II

Fax: 2543-6271 Tel: 2543-8913 Email: info@jcihk.org

Name:	Chapter:	
Position:	Tel (Off. / Mobile):	
Email address:		
Date of collection:	Expected Date of return:	
Function name:		
Function date:		

Remarks:

The borrower shall be responsible for handling the equipment in good order. If there is any damage, the repair or replacement cost shall be paid by the borrower. The charge is calculated from the borrowing date. The maximum borrowing period shall be three days or any other days as approved by National Administration Director. Please make separate cheque for the deposit.

Borrower's Signature: _____ **Date:** _____

Equipment	Available Quantity	Deposit	Rental Fee (per day)	Quantity
<u>For Outdoor Event usage:</u>				
1. Chapter Flag	1	\$1,300	No need	
2. Corsage	20	\$500	No need	
3. Mic Tag	5	\$500	No need	
4. Name Tag	100	\$500	No need	
5. Loud Speaker	2	\$500	\$70	
6. Portable Projector	1	\$2,000	\$200	
7. Projector Screen (<i>Size: wide - Over 7ft</i>)	1	\$500	No need	
8. Hi Fi	1	\$1,000	\$100	
9. Walkie Talkie	4 pairs	\$500/pair	\$70/pair	
10. Music stand	5	\$500	No need	
11. JCI Hong Kong Logo Easyroll (Blue & White) (<i>Size: wide – 7ft</i>)	1	\$500	No need	
12. JCI Hong Kong NBN Header Backdrop Easyroll	1	\$500	No need	
13. UN SDG Goals Foam Boards No. 1-17	1 Set	\$500	No need	
<u>For Indoor (JC office) Usage only:</u>				
1. Notebook Computer	1	\$2,000	\$100	
2. TV & Video Recorder	1	\$500	\$50	
3. Digital Video Camera	1	\$1,000	\$150	
4. DVD Player	1	\$1,000	\$100	
5. Projector Pointer	1	\$500	\$50	
6. Macbook / HDMI Converter	1	\$500	\$50	
7. Lighting with stand	1	\$500	No need	
8. Green Screen with stand	1	\$500	No need	
9. UHF Wireless Microphone	1 pair	\$500/each	No need	
Total:				

For office use only:

	Amount (HK\$)	Cheque No.	Bank
Deposit fee (by CQ)			
Rental fee (by CQ or by Cash)			

Cash Sales No.: _____

Date of return: _____
 Refund of deposit: _____ Repair or replacement cost: _____
 Received by: _____ Staff Signature: _____