

Academy of Film Equipment Damage/Lost/Overdue Report

To: Technical Office, Academy of Film

From: Student/ Staff Name: _____ Option/Dept./Academy of User: _____

Student/ Staff ID No: _____ Contact Tel: _____

I herewith report the following equipment is: (please tick)

Damaged: _____(go to no1) Lost: _____(go to no2) Overdue: _____(go to no3)

No1 Description of Damage: _____

Cause: _____

No2 Lost: _____

Description _____

No3 Day(s) Overdue: _____

Explanation: _____

All your booking privilege is now suspended until the item(s) is replaced OR repaired

Description of Penalty: _____

Due date for Repair or Replacement: _____

Date: _____ _____ Date: _____

Student's Signature Technical Officer's Signature
I acknowledge the matter mentioned above

Date: _____
Director of AF's Signature AND Academy of Film Stamp