

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 No.1) Lost: _____ (go to No.2) Overdue: _____ (go to No.3)

No.1 Description of Damage: _____

Cause: _____

No.2 Lost: _____

Description: _____

No.3 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: _____

Privacy Policy Statement and Personal Information Collection Statements (PPS/PICS)
(<https://bupdpdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>)

_____ Date: _____ _____ Date: _____

Student's Signature

Technical Officer's Signature

I acknowledge the matter mentioned above

_____ Date: _____

AF's Signature

AND

Academy of Film Stamp

Follow up of Equipment Damage/Lost/Overdue:

<u>Date</u>	<u>Time</u>	<u>by Tel/Email</u>	<u>Description/Response</u>
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			