

**THE CHINESE UNIVERSITY OF HONG KONG**  
**UNIVERSITY GUEST HOUSE SYSTEM**

Authorization of Payment to SCR Restaurant  
Through Internal Account Transfer Arrangement

( To be completed by the Head of Department/Unit planning an official function at the SCR Restaurant. To effect the account transfer arrangement, completed form should be sent to the SCR Catering Officer at least 24 hours before the function at the UGH I, Fax: 2603 5605)

**Part I**

**To: Bursar's Office (Via SCR)**

This is to confirm that function as stated below is an official function which should be charged to the cost center/ business area/ project codes: \_\_\_\_\_ of the \_\_\_\_\_ Department / Unit & Account No. \_\_\_\_\_

In this connection, I authorize that all SCR expenses to be incurred therefrom be drawn from the said account by the Bursar's Office for internal transfer to the SCR account after the function has been held. The host of the function should be asked to sign on Part II of this form to validate the transfer of the amount involved.

**Part II**

Nature of the official function:				
<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Tea	<input type="checkbox"/> Dinner	<input type="checkbox"/> Others: _____
Date & Time: _____				
Hosted by: _____				
Total no.of persons: _____				
Ceiling for the total expenses: <input type="checkbox"/> not more than \$ _____ <input type="checkbox"/> Unlimited				

Name: \_\_\_\_\_

Head/Dean of: \_\_\_\_\_

Tel Ext: \_\_\_\_\_

Fax No. \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_