

University Guest House System
Deposit Payment
Transfer of Funds to the UGH System

Deposit Form A
(Dept. A/C)

(To be completed by Head of Department/Unit sponsoring visitor(s) who will stay in the University Guest House System on Departmental/Unit's account)

Booking Details

Name of Guest(s): _____		
Booking Dates: _____ (_____ nights)		
Location of room(s) booked : 1) <input type="checkbox"/> Chan Kwan Tung Building 2) <input type="checkbox"/> UGH II		
<u>Room Type</u>	<u>No. of room(s)</u>	<u>Daily Rental</u>
1) <input type="checkbox"/> single / twin / superior room at Chan Kwan Tung Building	_____	_____
2) <input type="checkbox"/> twin room / Suite at UGH II	_____	_____
Booked by: _____ of _____ Department		
Telephone: _____ Fax: _____		

*Scale of Deposit Payment

- For booking of 1 to 4 nights : deposit equivalent to 1 night's rental
 For booking of 4 nights or more : deposit equivalent to 2 nights' rental

*Any amendment or cancellation of booking shall be made 2 weeks prior to the scheduled arrival, or the deposits will be forfeited.

Deposit Payment

I authorize the following payment of deposit in respect of the above booking to the UGH account

Deposit Amount: _____
Cost Ctr/Business Area/Project Codes: _____
A/C Code: _____

Name: _____ Signature: _____
(Head of Department)

Department/Unit: _____ Date: _____

(For office use only)

<input type="checkbox"/> Booking cancelled on: _____
-Deposit entitled to <input type="checkbox"/> Full refund <input type="checkbox"/> 50% refund <input type="checkbox"/> No refund
-Refund effected on: _____
Guest(s) checked in as scheduled

To Bursar:

Please arrange to transfer \$ _____ from the above Departmental A/C to UGH A/C

Date: _____ BM/UGH: _____