HONG KONG BAPTIST UNIVERSITY
Office of Student Affairs
Undergraduate Halls/SASS

Application for Printing Quota Adjustment

Name: _____

Student No.: _____

Course: _____

Reason for requesting quota adjustment:

❑ Paper Jammed on Printers or Poor Print Quality

No. of Pages to be Claimed: _____

Date: (dd-mm-yyyy) __ __ - __ __ - __ __ __ __

Printing Time: (hr:min) __ __ : __ __

❑ No Output after Sending Print Job

No. of Pages Claimed: _____

Date: (dd-mm-yyyy) __ __ - __ __ - __ __ __ __

Printing Time: (hr:min) __ __ : __ __

❑ Others (Please Specify) : _____

No. of Pages Claimed: _____

Date: (dd-mm-yyyy) __ __ - __ __ - __ __ __ __

Printing Time: (hr:min) __ __ : __ __

Applicant Signature: _____ Date: _____

For Office Use

ASHO: Approved / Not Approved Signature: _____ Date: _____