

**HONG KONG BAPTIST UNIVERSITY**  
**Office of Student Affairs**  
**Undergraduate Halls**

**Application for Printing Quota Adjustment**

Name:

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Student No.:

--	--	--	--	--	--	--	--

Course:

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Reason for requesting quota adjustment:

Paper Jammed on Printers or Poor Print Quality

No. of Pages to be Claimed:

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Date: (dd-mm-yyyy)

		-			-				
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Printing Time: (hr:min)

		:		
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No Output after Sending Print Job

No. of Pages Claimed:

--	--	--

Date: (dd-mm-yyyy)

		-			-				
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Printing Time: (hr:min)

		:		
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Others (Please Specify) : \_\_\_\_\_

No. of Pages Claimed:

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Date: (dd-mm-yyyy)

		-			-				
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Printing Time: (hr:min)

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

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

**For Office Use**

SHO: Approved / Not Approved

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

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