

**HONG KONG BAPTIST UNIVERSITY
ESTATES OFFICE**

Cleaning Materials Requisition Form

EO Ref. No. _____

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
1.	Tissue Paper (single roll)	細卷廁紙	\$1.50 /roll	
2.	Tissue Paper (jumbo roll)-12 rolls	大卷廁紙(12卷)	\$106.00 /box	
3.	Hand Towel (250 pcs)	抹手紙(250張)	\$5.20 /pack	
4.	Large Garbage Bag (white)	大垃圾袋(白色)	\$0.80 /piece	
5.	Large Garbage Bag (black)	大垃圾袋(黑色)	\$0.80 /piece	
6.	Small Garbage Bag	細垃圾袋	\$20.00 /100 nos.	
7.	Plastic Workman Glove	膠手套(大/中碼)	\$6.00 /pair	
8.	Cotton Workman Glove (thick)	棉手套(厚)	\$1.80 /pair	
9.	Cotton Workman Glove (thin)	棉手套(薄)	\$1.40 /pair	
10.	Washing Towel	白毛巾	\$3.50 /piece	
11.	Scouring Pad	百潔布	\$1.00 /piece	
12.	Broom	掃把	\$16.00 /no.	
13.	Dust Pan	垃圾鏟	\$23.00 /no.	
14.	Mop	地拖	\$22.00 /no.	
15.	Toilet Brush	廁所刷	\$10.00 /no.	
16.	Hand Soap (1 gallon)	洗手皂液	\$29.60 /bottle	
17.	CIF Cream Cleaner (500 ml)	潔而亮	\$15.00 /bottle	
18.	Bleaching Water (5 liter)	漂白水	\$30.00 /bottle	
19.	Rubbish Bin	垃圾桶	\$32.00 /no.	
20.	Carton Box (18" x 12" x 14")	紙皮箱	\$4.90 /no.	
21.	Others	其他	/no.	
			Total Amount :	

Dept. / Office _____ Contact Person _____ (Ext. _____)

Goods delivered to _____ Date of Delivery _____

Dept. / Office Head's Signature _____ Date _____

Goods received on _____

Chopped/Signed by Dept./Office _____

Notes:

- 1) Please fax the form to Estates Office at ext. 5168
- 2) Prices are based on actual prices and rounded up to the nearest 10 cents.
- 3) Prices are subject to change without prior notice.
- 4) The amount will be debited to the general expense account of the Department / Office concerned.