

<b>購買校簿表格 Application Form</b> (purchasing student workbooks, plastic files)	series # P-001/1415
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同學 / 教職員購買學生用簿、膠快勞...程序：

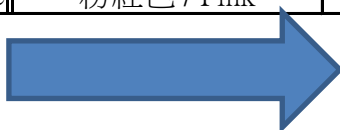
- (1) 逢星期五(如遇假期，提前一個上課天)08:00-13:00  
**班長/教職員**集齊款項連同申請表格交到會計室
- (2) 逢星期一(如遇假期，順延一個上課天)08:00-13:30  
**班長/教職員**到會計室取回已購買的學生用簿、膠快勞...

Procedure of purchasing student workbooks, plastic files for students and staffs :

- (1) Every Friday (if it is holiday, move forward one teaching day) 08: 00-13: 00  
**class master** / staffs need to hand in the fees together with the application forms to the Accounting Office
- (2) Every Monday (if it is holiday, postphone to next teaching day) 08: 00-13: 30  
**class master** / staffs need to collect the purchased student workbooks, plastic files, etc from the Accounting Office

種類 Item	細明 Details	價格 Unit Price	數量 Quantity	金額 Amount
九宮格簿 / Chinese Calligraphy Book		3		
週記簿 / Journal Book		5		
小單行簿 / 6.5" x 8" Single Line Exercise Book		2		
大單行簿 / 7.5" x 10" Single Line Exercise Book		3		
音樂簿 / Music Book		2		
學生手冊 / Student Handbook		27.7		
畫簿 / Sketch Book		12		
A4五層文件套 / A4 multi-layer plastic file	紅色 / Red	6		
	黃色 / Yellow	6		
	藍色 / Blue	6		
A4單層文件套 / A4 single-layer plastic file	紅色 / Red	2		
	黃色 / Yellow	2		
	藍色 / Blue	2		
	透明 / Clear	2		
	黃色 / Yellow	2		
	淺/粉藍色 / Light Bule	2		
少量 / little	粉紅色 / Pink	2		

請填寫總數 / Total



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(班長/class master) (教職員/staff)

申請人姓名 / Name of applicant : \_\_\_\_\_

班級 / Class : \_\_\_\_\_

日期 / Date : \_\_\_\_\_