



### **BIOREAGENT CORE USER REGISTRATION FORM**

#### **DELEGATED USER INFORMATION (\*mandatory)**

- \*Preferred User login name: 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_
- \*Last Name: \_\_\_\_\_ \*First Name: \_\_\_\_\_ \*Nickname: \_\_\_\_\_
- \*Contact Email: \_\_\_\_\_ \*HKU Portal Name: \_\_\_\_\_
- \*Staff/Student No.: \_\_\_\_\_ \*Mobile No.: \_\_\_\_\_ \*Lab Tel: \_\_\_\_\_
- \*School/Department/Center/Institute: \_\_\_\_\_ \*Title/Post: \_\_\_\_\_
- \*Delivery Address: \_\_\_\_\_
- \*Allow to show mobile no. on invoice for contact? Yes  No

#### **SUPERVISOR INFORMATION**

- \*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_ Position: \_\_\_\_\_
- \*School/Department/Center/Institute: \_\_\_\_\_
- \*HKU Email: \_\_\_\_\_ \*Tel: \_\_\_\_\_
- \*Approval Limit for the Delegated Staff: \_\_\_\_\_ (max. HK\$15,000)  
(To set limit that delegated staff could complete the ordering him/herself, supervisor approval would be needed for ordering amount above the limit)
- \*Allow notifications email send to supervisor: Yes  No   
(Note: notifications email will still be sent to PI if other registered users from the same group have requested to send)

#### **BILLING INFORMATION**

Valid HKU account code (can be more than one):  
\_\_\_\_\_

- \*Billing Address: \_\_\_\_\_
- \*Contact Tel: \_\_\_\_\_

#### **SIGNATURES**

I confirm that all the information above is VALID  
and vendors can issue invoice base on the above information

\*Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\*Signature of supervisor: \_\_\_\_\_ Date: \_\_\_\_\_