



BIOREAGENT CORE USER REGISTRATION FORM

DELEGATED USER INFORMATION (*mandatory)

*User login ID (1st preference should be the username of the contact email/HKUportal ID):

1 _____ 2 _____ 3 _____

*Last Name: _____ *First Name: _____

*Contact Email: _____ *HKU Portal Name: _____

*Staff/Student No.: _____ *Mobile No.: _____ *Lab Tel: _____

*School/Department/Centre/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/Centre/Institute: _____

*HKU Email/Contact 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)

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: _____