

UCSI Education Sdn Bhd (185479-U)
 Facility Booking Confirmation Form
 External



Activity : _____
 Contact person : _____
 Liaison person in UCSI : _____
 Number of Participants : _____
 Venue, Date & Time : _____
 Rehearsal, Date & Time : _____

No	Item (s) required for the function	Quantity

Action to be taken :
 Rental Amount : _____ Down Payment : _____ Balance : _____
 (Finance Office to issue invoice)

Confirmed by General Office

For office use only :

- Copy 1 of 5 - General Office
- Copy 2 of 5 - Head of Maintenance
- Copy 3 of 5 - Head of Security
- Copy 4 of 5 - Finance Department
- Copy 5 of 5 - University Exam Centre

Acknowledged (sign & date)

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CONFIRMATION SLIP

Issued by General Office

For office use

Booking made by : _____ Venue : _____
 Date : _____ Time : _____

Facility booking confirmation is subject to change and/or revision in the event of UCSI's official activities. UCSI shall not be held liable for such last minute changes. Please note that all bookings need to be made 7 days in advance