Assumption College Nakhonratchasima

Photocopy Form

ACN 7							
ACTIVITY CODE							

Date: ..... / ..... / .....

I'm (Mr./Mrs./Ms.) ……..……, working in the section of …….……..

and teaching …… in the class of ……..…

I would like to request your permission to photocopy the following documents;

1. Attachment: Original ……. **page (s)** Topic: ……

☐ Single side photocopy for …… sheets ☐ Double sided photocopy for …… sheets

2. Attachment: Original ……. **page (s)** Topic: …….……...

☐ Single side photocopy for …… sheets ☐ Double sided photocopy for …… sheets

3. Attachment: Original ……. **page (s)** Topic: …….……...

☐ Single side photocopy for …… sheets ☐ Double sided photocopy for …… sheets

4. Attachment: Original ……. **page (s)** Topic: …….……...

☐ Single side photocopy for …… sheets ☐ Double sided photocopy for …… sheets

Objectives:

☐ Use for teaching	Class: …….
☐ Use for activities	Class: …….
☐ Use for special class	Class: …….
☐ Others (e.g. school business)	……

Collection Date: …… /……./ ……..

Note: 1. Minimum number of copies for Roneo documents should not be less than 30.
2. The charges of double-sided photocopy is 60 satang per sheet and for single side is 45 satang.
3. Kindly deposit your sheets for photocopy two days before from the date of collection.

Thank you for granting this.

.....……..
(.....……....)

……....
(Ms. Natgamon Boonsak)
Head of English Program
....…../...../...……

☐ Payment_____Baht per set

……
(Mr.Chookeat Chaitawewiwatkun)
Head of Administration and Finance
……./……../……..

☐ Approved ☐ Not Approved

..……..
(Bro.Dr.Witthaya Thepkom)
Director/Head of Academic