



XAVIER UNIVERSITY - ATENEO DE CAGAYAN

AUDIO VISUAL OFFICE ~ REGISTRAR



AUDIO VISUAL XAVIER

Xavier University
ATENEO DE CAGAYAN

NON-INSTRUCTIONAL RESERVATION FORM

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Organization / Department / Company	Contact Number	ID #
Students	Faculty	Staff	Non-XU	OP			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Activity	Purpose of Activity/reservation	
Seminar	Training	Meeting	Forum	Others:			
DATE OF USE	TIME OF USE	MATERIALS NEEDED	NUMBER OF PARTICIPANTS	FOR AVR OFFICE USE ONLY			
				AVR NUMBER	REMARKS		
ENDORSED BY	Unit Head / Director / Dean / Chairperson			RESERVED BY	Name & Signature		
AUDIO VISUAL OFFICE USE ONLY							
DATE & TIME RECEIVED			With fee only	NUMBER OF HOURS			
RECEIVED BY				RENTAL FEE		6350-4140	
ENCODED BY				STAFF FEE		7900-4140	
				STUDENT ASSISTANT FEE		7500-4140	RECEIPT NUMBER
APPROVED BY	Audio Visual Personnel		CONTROL No		REMARKS:		

SUBMIT THIS FORM TO AUDIO VISUAL OFFICE (SBM BUILDING GROUND FLOOR)



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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Activity	Purpose of Activity/reservation	
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