

NATIONAL TAIWAN UNIVERSITY

Application to Use Property/Items off Campus

Affiliated Unit				Contact No.	
Property/Item User		Job Title		Signature or Seal	
Reason for Off-Campus Use					
Period of Use	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)				

List of property/items **to be used off campus**: (please attach photo(s) on the back of the form)

	Property/Item No.	Name of Property/Item	Brand and Model	Purchase Date	Unit Price	Quantity
1						
2						
3						
4						
5						

Notes	<ol style="list-style-type: none"> 1. Those who need to use property/items off-campus due to work requirements must fill out this form to notify and register with the affiliated unit in advance and submit it to the Property Manager and Unit Head for their seal of approval. 2. During off-campus use, property/items shall be appropriately kept and properly maintained by the user and shall be returned by the deadline. The user is liable for compensation for all losses or damage to the property/item. 3. This form shall be completed in duplicate with the property manager and user each retaining one copy for reference.
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Property Manager:

Unit Head:

Date: _____ (yyyy/mm/dd)