

填單時間 Date and Time:

移轉財物筆數 Transferred Property/Item(Quantity):

※請填一式三聯 第一聯 送保管組存查

財產/物品移動單 List of Transferred Property/Items

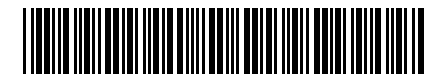
移動單編號 Form No.:

Please fill out form in triplicate (1<sup>st</sup> copy meant for Property Management Division for reference)

移出單位 (系所) Transferred from: (Department/Graduate Institute)			移入單位 (系所) Transferred to: (Department/Graduate Institute)					保管組 Property Management Division				
承辦人 Processing Clerk:			承辦人 Processing Clerk:									
聯絡電話 Contact No.:			聯絡電話 Contact No.:									
單位主管 Unit Head:			單位主管 Unit Head:									
財物編號 Property/Item No.	財物名稱 Name of Property/Item	廠牌 型式 Supplier / Type	取得日期 Date of Acquisition	數量 Qty	單價 Unit Price	使用 年限 Useful Life	移出單位財產 管理人蓋章 Seal of Property Manager at Transferor Unit	移出單位財產 使用人蓋章 Seal of Property/Item User (Custodian) at Transferor Unit	移入單位財產 管理人蓋章 Seal of Property Manager at Transferee Unit	移入單位財產 使用人蓋章 Seal of Property/Item User (Custodian) at Transferee Unit	用途 Purpose of Use	存置 地點 Storage Location



填單時間Date and Time:



移轉財物筆數 Transferred Property/Item(Quantity):

財產/物品移動單 List of Transferred

移動單編號 Form No

※請填一式三聯 第三聯 移入單位存查

※Please fill out form in triplicate (3<sup>rd</sup> copy meant for transferee unit for reference)

移出單位 (系所) Transferred from: (Department/Graduate Institute)				移入單位 (系所) Transferred to: (Department/Graduate Institute)				保管組 Property Management Division				
承辦人 Processing Clerk:				承辦人 Processing Clerk:								
聯絡電話 Contact No.:				聯絡電話 Contact No.:								
單位主管 Unit Head:				單位主管 Unit Head:								
財物編號 Property/Item No.	財物名稱 Name of Property/Item	廠牌 型式 Supplier / Type	取得日期 Date of Acquisition	數量 Qty	單價 Unit Price	使用 年限 Useful Life	移出單位財產 管理人蓋章 Seal of Property Manager at Transferor Unit	移出單位財產 使用人蓋章 Seal of Property/Item User (Custodian) at Transferor Unit	移入單位財產 管理人蓋章 Seal of Property Manager at Transferee Unit	移入單位財產 使用人蓋章 Seal of Property/Item User (Custodian) at Transferee Unit	用途 Purpose of Use	存置 地點 Storage Location