

國立臺灣大學 NATIONAL TAIWAN UNIVERSITY

財物使用人 Property/Item User 新增 Addition 申請單 Application
 刪除 Removal
 異動 Change

申請日期 Date: _____ (yyyy/mm/dd)

財產使用單位 Using Unit (被支援單位，非正職單位 supported/non-full-time units):

<input type="checkbox"/> 新 增 Add	<p>※工讀生、學生及部分工時兼職人員等，不得擔任財物使用人。 Student employees, students, and part-time employees with reduced hours are not permitted to be property users.</p> <p>姓名 Name: _____ (Signature or seal) 職稱 Job Title: 教職員編號 Faculty and Staff Member No.: 信箱 Email: 聯絡電話 Contact No.:</p>
<input type="checkbox"/> 刪 除 Remove	<p>※不再支援或兼任時，須將名下財物全數移交後才能刪除。 Users no longer in a supporting or part-time position must transfer all properties/items under the name before being removed.</p> <p>姓名 Name: _____ (Signature or seal) 職稱 Job Title: 教職員編號 Faculty and Staff Member No.: 信箱 Email: 聯絡電話 Contact No.:</p>
<input type="checkbox"/> 異 動 Change	<p>※本單的異動欄，限同一人員於同單位內，因身份異動致教職員編號變更時使用，異動時名下所有財物須全部移動。(例如：幹事改任組員、或因經費不同致員工編號變更等情形。) 移動後將原教職員編號人員資料刪除。 This column is limited to one faculty/staff member per unit for changes of their Faculty and Staff Member Numbers due to a change of identity (e.g. executive changed to senior clerk, change in employee no. for budgetary reasons, etc.) All properties/items under the names below must be transferred at the time of change, after which the original faculty/staff member's information shall be deleted.</p> <p>姓名 Name: _____ (Signature or seal) 異動前原教職員編號 Original Faculty and Staff Member No.: 異動前職稱 Original Job Title: 異動後原教職員編號 New Faculty and Staff Member No.: 異動後職稱 New Job Title: 信箱 Email: 聯絡電話 Contact No.:</p>

使用單位財產管理人(請簽章)

單位主管(請簽章)

Property Manager of Using Unit(Signature or seal)

Head of Using Unit(Signature or seal)