

# 國立臺灣大學財物攜出校外使用申請單

NATIONAL TAIWAN UNIVERSITY Application to Use Property/Items off Campus

所屬單位 Affiliated Unit		聯絡電話 Contact No.	
財產使用人 Property/Item User	職稱 Job Title	簽章 Signature or seal	
財物攜出校外 使用緣由 Reason for Off-Campus Use			
使用期限 Period of Use	自      年      月      日起至      年      月      日止 From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)		

攜出校外財物明細表：(後附實物照片)

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

	財物編號 Property/Item No.	財物名稱 Name of Property/Item	廠牌型號 Brand and Model	購置日期 Purchase Date	單價 Unit Price	數量 Quantity
1						
2						
3						

附 記  Notes	<p>1. 財產使用人如因工作需要將財物攜離學校使用，務必填單向所屬單位報備登記，並送財產管理人及單位主管核章。 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.</p> <p>2. 財物攜出校外期間由財產使用人妥慎保管並善加維護依限歸還，如有遺失、毀損應負賠償責任。 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.</p> <p>3. 財物攜出校外使用申請單一式2份，由財產管理人及使用人各執1份備查。 This form shall be completed in duplicate with the property manager and user each retaining one copy for reference.</p>
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財產管理人：

單位主管：

Property Manager

Unit Head

中華民國            年            月            日

Date: \_\_\_\_\_ (yyyy/mm/dd)

107.7.31 製定版本

Set version on July 31, 2018