**元智大學財產轉移通知單**

**Yuan Ze University Property Transfer Notification Form**

日期 Date: 年(y) 月(m) 日(d)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 項目Item | 財 產 編 號Property No. | 財 產 名 稱Name of Property | 單位Unit | 數量Quantity | 單 價Unit Price | 總 價Total Price |
| **1** |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |
| 移 入 單 位Transferred to | 移 出 單 位 Transferred from |
| 存 放 地 點Storage Location | 單 位 主 管Unit Head | 保 管 人Property Custodian | 存 放 地 點Storage Location | 單 位 主 管Unit Head | 保 管 人Property Custodian |
|  |  |  |  |  |  |
| 備註Remarks |  | 財務管理組簽章Finance and Property Management Section  |
|  |

本單一式三聯：㊀財管組㊁移入單位㊂移出單位
※This form is in triplicate: 1st copy: Held by Finance and Property Management Section , 2nd copy: Held by Transferee Unit ,

3rd copy: Held by Transferor Unit

GA-CP-11-CF01(1.3版)/112.10.11修訂