**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

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