元智大學財產借用暨歸還單

Yuan Ze University Property Borrowing and Return Form

(適用校外單位借用 Applicable to External Units)

日期 Date： 　　年(y)　　　月(m)　　　日(d)

項次 Item	財產名稱 Property Name	財產流水碼 Property Serial Number	次碼 Subcode	規格(廠牌、型號) Specifications (Brand, Model)	財產單價 Property Unit Price	借出日期 Borrowing Date	預定歸還日期 Scheduled Return Date	實際歸還 日期/簽章 Actual Return Date/Signature	校外存置地點 External Storage Location
1									
2									
3									
存置校外用途說明： Explanation of off-campus storage usage									

借出單位名稱：元智大學 Lending Unit: Yuan Ze University：

借出單位財產保管人簽章 Lending Unit Property Custodian：

借出單位主管簽章 Lending Unit Head：

財務管理組承辦人簽章 Finance and Property Management Section Clerk：

財務管理組組長簽章 Chief of Finance and Property Management Section：

總務長簽章 Dean of General Affairs：

校外借用單位名稱：
External Borrowing Unit：

借用單位財產保管人簽章：

Borrowing Unit Property Custodian：

借用單位單位主管簽章：

Borrowing Unit Head：

備註 Remarks：

1. 依本校財產管理辦法第十二條規定，財產之存放位置以校內為原則，但因與教學或研究之需要，需將財產移至校外使用或存放時，應填寫財產借用暨歸還單（**校外單位借用**），經核准備查後，始可攜出校外。In accordance with Article 12 of Yuan Ze University's Property Management Regulations, property should primarily be stored on-campus. However, when there is a need to use or store property off-campus for teaching or research purposes, this Property Borrowing and Return Form (for external unit borrowing) should be completed, approved, and verified before property can be taken off-campus.

2. 外借財產歸還時，借出單位財產保管人應檢查財產狀況後，經財務管理組確認歸還，並於表單填寫實際歸還日期及簽章。When returning borrowed property, the property custodian of the lending unit should inspect the condition of the property. After confirmation by the Finance and Property Management Section, the actual return date should be filled out on the form and signed.

3. 本表單一式三份由借出單位財產保管人、借用單位財產保管人及元智大學財務管理組各執一份留存。This form is in triplicate, with one copy held by the property custodian of the lending unit, one by the property custodian of the borrowing unit, and one by Yuan Ze University's Finance and Property Management Section.