

元智大學財產攜出校園借出單

Yuan Ze University Off-Campus Property Borrowing Form

(適用個人借用 Applicable to Individual Borrowing)

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	用途說明 Purpose Explanation
1									
2									
3									
4									
5									

借用人：

Borrower :

財產保管人：

Property Custodian :

保管單位主管：

Head of Storage Unit :

財務管理組承辦人：

Finance and Property Management Section Clerk :

財務管理組組長：

Chief of Finance and Property Management Section :

總務長：

Dean of General Affairs :

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，應填寫財產攜出校園借出單（個人借用），經核準備查後，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 Off-Campus Property Borrowing Form (for individual borrowing) should be completed, approved, and verified before property can be taken off-campus.
2. 外借財產歸還時，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 should inspect the condition of the property. After confirmation by the Financial Management Section, the actual return date should be filled out on the form and signed.
3. 本表單一式二份由財產保管人及財務管理組各執一份留存。This form is in duplicate, with one copy held by the property custodian and one by Yuan Ze University's Finance and Property Management Section.