蘭陽校園各單位物品借用單

Request to Borrow Equipment

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 日期Date  | 品　　名Equipment | 單位Unit | 數 量Quantity | 用 途Reason forthis request | 借用單位Requestor’sDepartment | 借用人簽章/電話Requestor’sSignature/Telephone | 承辦人簽章Signature of Person In Charge | 歸還日期Return Date |
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注意事項：（一）借用物品時，借用人及單位均須簽章，並蓋妥單位章。

Notes : The requestor has to complete this form and get the approval stamp from the department.

（二）物品使用後，請清潔乾淨再歸還。

 Please clean the equipment before returning it.

（三）歸還物品時，請總務人員當面點收並簽名。

When retuning the equipment, please have the person in charge check the condition of the equipment and sign his/her name

註：依據本校個人資料管理制度規範，本表單內所填資料僅供業務聯絡所需，不另做他用；表單

表單編號：DAG-Q03-001-FM14-01

　　保存期限為一個月後將予以銷毀。

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