**財產異動單**

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| **□新增** | **使用部門：** | | | |  | **所在地點：** | | | |  | | | | | **請＼採購編號：** | | |  | | | |
| 財產名稱 | | | | 規格/型號 | | | | 數量 | | | 金額 | | | 保固  年限 | | 會勘部門 | | | | **財產編號** | |
| 資訊 | 總務 | | |
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| **供應廠商：** | |  | | | | | | **驗收人員：　　　　　　　　　　(蓋章)** | | | | | | | | | | | | **驗收日期：** | |
| **□異動（調撥＼移轉）** | | | | | | | | | | | | | | | | | | | | | |
| 財產名稱 | | | | 財產編號 | | | | 數量 | | | 調撥日 | | | 移入部門 | | | | | | 移出部門 | |
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| 異動說明： | | | | | | | | | | | | | | | | | | | | | |
| **會辦單位** | | | | | | | | | | | | | **移入部門** | | | | | | | | |
| **財務室** | | | **資訊室** | | | | **總務室** | | | | | | **主管** | | | | | | **經辦** | | |
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| **□減損** | | | | | | | | | | | | | | | | | | | | | |
| 財產名稱 | | | | 財產編號 | | | | 數量 | 購買  日期 | | | 減損原因及說明 | | | | | | 會勘部門 | | | |
| 資訊 | | | 總務 |
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| 1.資訊相關設備減損時，請會同資訊室人員共同勘查。其餘設備則請會同總務室人員進行勘查及後續處理。  2.本表單經主管簽核完成後，送交總務室登錄及存查。 | | | | | | | | | | | | | | | | | | | | | |

**總經理： 副總經理： 協理/資深經理： 經理/副理： 申請人：**