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| --- | --- | --- | --- | --- | --- | --- | --- |
| **設備報修單** | | | | | | | |
| **申請日期\*：** | | | | | | | |
| **申請人\*** | |  | | **申請部門\*** | |  | |
| **設備名稱\*** | |  | | **報修時間\*** | |  | |
| **設備型號\*** | |  | | **設備編號\*** | |  | |
| **故障原因\*** | |  | | | | | |
| **檢查狀況** | |  | | | | | |
| **故障等級\*** | |  | | | | | |
| **起修時間\*** | |  | | **完工日期\*** | |  | |
| **設備管理員** | |  | | **審批意見** | |  | |
| **部門經理** | |  | | **審批意見** | |  | |
| **修理狀況** | |  | | | | | |
| **項目** | **名稱規格\*** | | **數量\*** | **金額\*** | **小計** | | **備註** |
|  |  | |  |  |  | |  |
| **合計** | | |  |  |  | |  |
| **設備管理員結論** | |  | | | | | |
| **設備管理員確認** | |  | | **報修人確認** | |  | |
| **備註** | |  | | | | | |