

# 公司物品簽收表 Company Belongings Check List

HR-FM-021

員工姓名 Staff Name		員工號碼 Employee ID	
部門 / 場館 Department / Location		職位 Position	

物品 Items		數量 Qty.	單位 UOM	收取 Received		備註 Remarks
				員工簽署 Received by	日期 Date	
員工襟章 Name Badge	臨時襟章 Temporary Badge		個EA			1) 如有損壞或遺失，每個襟章需賠償澳門幣一百元。 MOP100 for each damaged or missing name badge. 2) 員工於離職前需交還所有襟章。 All name badges must return to HR before last working day.
	管理層襟章 Badge for Management		個EA			
制服 Uniform	腰帶 belt		件EA			1) 每人獲發兩套制服，額外制服費用由員工支付。 Two sets of uniforms were provided by company for each staff, expenses of extra uniforms will be paid by requester.
	外套 Jacket		件EA			
	恤衫 Shirt		件EA			
	上衣 Blouse		件EA			
	裙 Skirt		條EA			
	連身裙 Dress		條EA			
	褲 Pants		條EA			
	領帶 Tie		條EA			
太陽城記事本 Suncity Note book			本EA			

員工手冊：詳見員工自助系統內(ESS) <http://mynet/index.php/2015-05-22-08-18-47>，員工簽署確認并承諾於入職後1個星期內知悉及遵守，員工自助系統內的員工福利及事務。