|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **公司物品簽收表 Company Belongings Check List** | | | | | | | | | | | HR-FM-21 |
|  | | | | | | | | | | | | | |
| 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. | | |
| 臨時襟章Temporary Badge | | | |  | 個EA |  | |  | 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. | | |
| 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。 | | | | | | | | | | | | | |