

大葉大學
財物移交表

表單編號：2800-102

Property Transfer Form

移轉單位：Transferor dept
 移交人員：Transferer : 使用人 user 經管人 property manager 一、二級主管 first-level manager
 日期：Date: 年：Year 月：Month 日：Day

財物類別 Possession category	移交內容 Transference contents			備註 remarks
(一)財產 property	附清冊 list item(s)	張 sheet(s)	共 total	筆 property manage signature
(二)借(租)財產取回否? Borrow / rent properties returned?				
(三)其他 others				
移交人 Transferer		接收人 Receiver		監交人 (overseer) 單位主管、 上一級主管 (dept. supervisor)
總務處 Dean of General Affairs				

第一聯：財物管理組存

第二聯：接收人存

第三聯：移交人存

備註：一、本表依「大葉大學財產管理規則與作業程序」第 47、48、49 條規定訂定之。

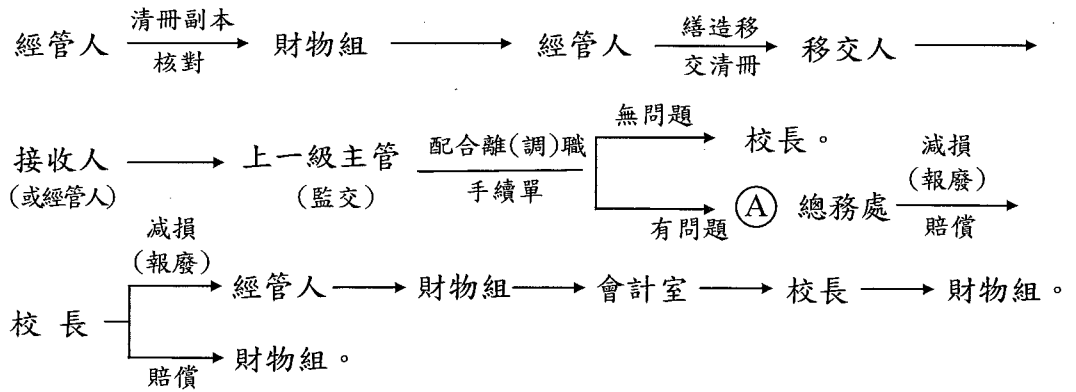
二、本表適用於離(調)職之教職員工均適用之

三、本表一式三份，除移交人，接收人各存乙份外，另一份於辦理離(調)職時，送交總務處財物管理組，以為辦理之依據。

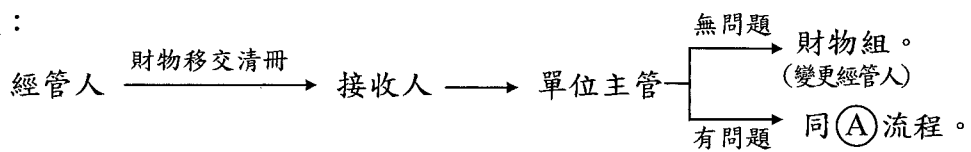
Remarks: The first triplicate copy is for the transferrer and the second for the receiver to keep in files. The third copy is for the receiver to submit to the Section of Finances and Property Management when he / she is leaving his / her post.

四、財產移交流程：

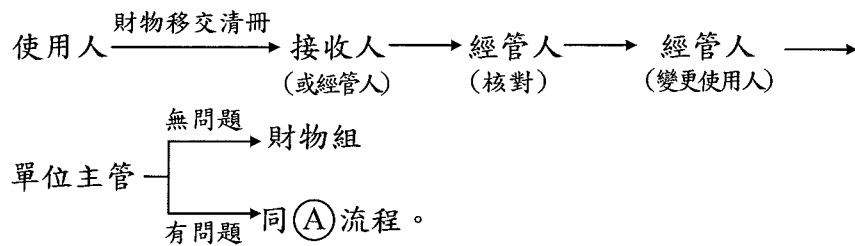
(一)一、二級主管：(行政單位：單位主管；教學單位：系(所)主任以上)



(二)經管人：



(三)使用人：



4. Property transfer process: The process of handing over possession

1. First level manager:

property manager / the section of finances and property management / property manager / transferrer / receiver / higher supervisor / president or office of general affairs

2. Property manager:

Property manager / receiver / dept. supervisor / president or office of general affairs

3. User:

User / receiver / property manager / dept. supervisor / president or office of general affairs