MCU Taoyuan Campus Item Disbursal Application Form

Receiving Unit:								
Application Date:	y m	d	Item Disbursa	l Date:	y n	n	d	
Item Stock No.	Item Name	Specs	Quantity	Use	No Disbu		Amount	
This box will be		Curre	nt Unit Budget					
completed by Taoyuan General	Total Value of Items in this Disbursal							
Affairs Section staff members only.								
	Budget Balance							
Receiving Staff Member	Receiving Unit Director	Responsible Staff Member of Taoyuan General Affairs Section	Section Chief o Taoyuan Gener Affairs Section	ral Carr	f Taoyuan ipus stration	yuan Dean of Taoyuan Campus Administration		

Item Stock No.	Item Name	Specs	Unit	Description	Unit Price
63010104-01	Chalk	White	Box		
63010104-02	Chalk	Color	Box		
63010104-03	Whiteboard Pen	Black	Piece		
63010104-04	Whiteboard Pen	Red	Piece		
63010104-05	Whiteboard Pen	Blue	Piece		
63010104-06	Whiteboard Pen	Green	Piece		
63010104-11	Whiteboard Pen Ink	Black	Piece		
63010104-12	Whiteboard Pen Ink	Red	Piece		
63010104-13	Whiteboard Pen Ink	Blue	Piece		
63010104-14	Whiteboard Pen Ink	Green	Piece		
63010113	Blackboard Eraser		Piece		
63010113-01	Whiteboard Eraser		Piece		
63020214	File Folder	White	Piece		
63020214-01	File Folder	Red	Piece		
63020214-02	File Folder	Blue	Piece		
63020214-03	File Folder	Yellow	Piece		
63020403	Document Registration Book		Book		
	Items Disbursed	only with	Releva	nt Budget	
Item Stock No.	Item Name	Specs	Unit	Description	Unit Price
63010118	Three-Hole Clip		Piece		120
63020206	Ming Chuan Envelope	Medium	Piece	Kraft Paper/ A4 Paper Size	2.5
63020206-01	Ming Chuan Envelope	Small	Piece	Kraft Paper/ Half of A4 Paper Size	1.2
63020206-02	Ming Chuan Envelope	Ordinary	Piece	Kraft Paper/ 1/4 of A4 Paper Size	1
63020206-03	Ming Chuan Envelope	Large	Piece	Kraft Paper/ B4 Paper Size	3
63020206-04	Self-Stamped Envelope		Piece		1

MCU Taoyuan Campus Item List

Item Stock No.	Item Name	Specs	Unit	Description	Unit Price
63020208	Western-style Letter Paper		Book		65
63020208-01	Western-style Envelope	Small	Piece	White (Color Frame)/ 1/4 of A4 Paper Size	2
63020208-02	Western-style Large Envelope	Large	Piece	White (Color Frame)/ B4 Paper Size	5
63020410	Plastic Pockets		Bag		45