

銘傳大學財物報廢單
MCU Property Disposal Form

填報單位分機 Unit Extension No.:

Date: ___年(y) ___月(m) ___日(d)

填表人姓名 Completer's Name		單位主管 Unit Director	營繕組 Construction and Building Section	財務處 Controller's Division	總務長 Dean of General Affairs		
填報單位 Completer's							
填報單位編號							
財產編號 Inventory No.	名稱 Item Name	批號 Purchase Order No.	地點代號 Location Code	數量 Quantity	使用年限 Life span of item (yr)	減損原因 Reason for Disposal	勘察情形 Item inspection <input type="checkbox"/> 資網處(3C 電腦及相關產品) Info. and Network Div. (3C, computer and relevant items) <input type="checkbox"/> 營繕組/水電(電器類) Construction and Building Section/ Utilities (electrical appliances) <input type="checkbox"/> 事務/總務組(傢俱類) Operations Section/ General Affairs Section (Furniture) 確認簽名 Confirmed and Sign by
報廢電腦(含筆電)請確認硬碟資料已刪除(確認者簽名) Please ensure all the data on the hard drive of computers (including laptops) to be disposed of has been deleted (Please sign here for confirmation.)		核可報廢財產回收 Approve property for disposal and recycling		報廢資料輸入確認 Data input confirmation for property for disposal			

Note: 簽核順序: Procedure

財產管理人→單位主管→勘察情形→營繕組→財務處→總務長→報廢電腦(含筆電)請確認硬碟資料已刪除(確認者簽名)→核可報廢財產回收→報廢資料輸入確認
 Property managing staff → Unit director → Item inspection → Construction and Building Section → Controller's Division → Dean of General Affairs → Please ensure all the data on the hard drive of computers (including laptops) to be disposed of has been deleted (Please sign here for confirmation.) → Approve property for disposal and recycling → Disposed of property data input confirmation