

**總務處設備器材借用申請表**

**申請日期： 年 月 日 時 分(總務處收單時間)**

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| **申請單位** |  | | | | | **活動名稱** | | |  | | | | | | | **□校內**  **□校外** |
| **申請人** |  | | | | | **系 年 班** | | | | | | **聯絡手機** | | |  | |
| **借用期限** | **年 月 日 午 時 分至 年 月 日 午 時 分** | | | | | | | | | | | | | | | |
| **使用地點** |  | | | | | | | **設備領用時間** | | | **年 月 日 午 時 分** | | | | | |
| **器材名稱** | **預借** | **核定** | **領取簽名** | | | | **歸還簽名** | | | **損壞/逾期歸還備註** | | | | | | |
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| **借用人：** | | | | **老師：** | | | | | | | | | **單位主管：** | | | |
| **★□學生證( )、□其他證件( )，證件領回：**  **★本單所借用之器材由申請人、指導老師及單位主管簽核人員負保管責任，若有損害須照價賠償。** | | | | | | | | | | | | | | | | |
| **總 務 處** | | | | | | | | | | | | | | | | |
| **經辦** | | | | | **單位主管** | | | | | | | | | **總務長** | | |
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