**器材借用單**

**Equipment Reserving Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | 申請日期：  (Reserving Date) | | | | 年　 月　 日  (yyyy / mm / dd ) | | |
| 申請單位  (Department) | |  | 申請人  (Applicant) | | |  | | | 申請人電話  (Phone No.) | | | |  |
| 借用期限  (Using Date) | | 年　月　日 午 時 分至 年 月 日 午 時 分 | | | | | | | | | | | |
| 申請用途  (Purpose) | |  | | | | | | | | | | | |
| 借用器材名稱  (Equipment) | |  | | | | | | | | | | | |
| 使用地點  (Space) | |  | | | | | 證件 |  | |  | |  | |
| 主管簽核  (Signature of Manager) | |  | | 備註  (Remark) | | |  | | 歸還簽名  (Sign in after Return ) | | | |  |
| **★本單所借用之器材由申請人及主管簽核人員負保管責任，若有損害須依亞洲大學財產管理辦法賠償。** | | | | | | | | | | | | | |
| 保管組簽核：  (Section of Property) | |  | | | 事務組簽核：  (Section of General Affairs) | | | |  | | | | |



**器材借用單**

**Equipment Reserving Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | 申請日期：  (Reserving Date) | | | | 年　 月　 日  (yyyy / mm / dd ) | | |
| 申請單位  (Department) | |  | 申請人  (Applicant) | | |  | | | 申請人電話  (Phone No.) | | | |  |
| 借用期限  (Using Date) | | 年　月　日 午 時 分至 年 月 日 午 時 分 | | | | | | | | | | | |
| 申請用途  (Purpose) | |  | | | | | | | | | | | |
| 借用器材名稱  (Equipment) | |  | | | | | | | | | | | |
| 使用地點  (Space) | |  | | | | | 證件 |  | |  | |  | |
| 主管簽核  (Signature of Manager) | |  | | 備註  (Remark) | | |  | | 歸還簽名  (Sign in after Return ) | | | |  |
| **★本單所借用之器材由申請人及主管簽核人員負保管責任，若有損害須依亞洲大學財產管理辦法賠償。** | | | | | | | | | | | | | |
| 保管組簽核：  (Section of Property) | |  | | | 事務組簽核：  (Section of General Affairs) | | | |  | | | | |