

### 3。報廢單通過

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	
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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

**綠色部份**：由報廢單位自行確認簽名

**藍色部份**：進二舍倉庫，**固定星期二早上10:00**，各單位在出門前再用電話確認資網處是否有人在倉庫，避免白跑。

一切以報廢單為依據，若物品和報廢單不同，將不予簽收。

🕒 Revision #2

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