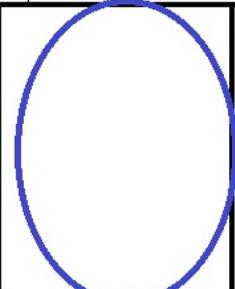


### 3。報廢單通過

|   |   |   |  |   |  |
|---|---|---|--|---|--|
| 報廢電腦(含筆電)請確認硬碟資料已刪除(確認者簽名)<br>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<br>Approve property for disposal and recycling |  | 報廢資料輸入確認<br>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

**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

★ Created Wed, Nov 27, 2019 4:45 AM by [hylin](#)

✍ Updated Wed, Nov 27, 2019 5:10 AM by [hylin](#)