| 轉出單位： |  | 轉入單位： |  |
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| 保管人： |  | 保管人： |  |
| 置放地點： |  | 置放地點： |  |
| 填表日期： 年 月 日 |

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| 財產編號 | 序號 | 財產名稱 | 購置日期 | 廠牌 | 規格 | 數量 | 總價 | 備註 |
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| **移轉原因：** |
| 轉出單位 | 轉入單位 | 採購與文書組 | 總務處 |
| 保管人：單位主管： | 保管人：單位主管： |  |  |

※ 註：本單一式三聯，第一聯：採購與文書組存檔用；第二聯：轉出單位；第三聯：轉入單位。