**馬偕醫學大學圖書資訊處資訊類耗材申請單**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申請人： | | | | 申請日期： | | | | |
| 申請單位： | | | | 聯絡電話： | | | | |
| 項次 | 品項 | | 規格/型號 | | | 數量 | 備註 | |
| 1 |  | |  | | |  |  | |
| 2 |  | |  | | |  |  | |
| 3 |  | |  | | |  |  | |
| 4 |  | |  | | |  |  | |
| 5 |  | |  | | |  |  | |
| 6 |  | |  | | |  |  | |
| 7 |  | |  | | |  |  | |
| 8 |  | |  | | |  |  | |
| 9 |  | |  | | |  |  | |
| 10 |  | |  | | |  |  | |
| 申請注意事情 | | | | | | | | |
| 1. 申請程序：申請人詳填本單，至圖書資訊處辦理。 2. 申請碳粉夾、墨水夾請於備註欄填入「設備財產編號」。 3. 部分耗材需額外採購，請正常採購流程日期前提出申請以免無法採購。 | | | | | | | | |
| **申請人** | | **申請單位主管** | | | **圖書資訊處承辦人** | | | **圖書資訊處主管** |
|  | | (學生社團由學務處核章) | | |  | | |  |