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| 學生社團財產移交報告表Student Club Property Transfer Form社團名稱 (Club Name)： 年(Year) 月 (Month) 日(Day)填 |
| 物 品 移 交Transfer of Equipment  | 文 書 移 交Transfer of Books & Documents | 會 計 移 交Transfer of Funds |
| 品 名Item | 數量Quantity | 來源Source | 使 用 狀 況Condition (New/Old) | 文 書 名Name of Book or Document | 數 目Quantity | 附 註Note | 項 目Item | 數 量 及 說 明Quantity and Description |
|  |  |  |  |  |  |  | 現金Cash |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | 帳簿Account Book |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | 單據Receipts |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | 其他Other |  |
|  |  |  |  |  |  |  |
|  前表列各項移交業已辦理完竣特呈 (It is hereby reported that the transfer of property listed above is completed.) 移交人負責人 (Person responsible for transferring club property)：  社團輔導老師 (Club Guidance Teacher)： 備核 謹呈  (Approval for review) 接交人負責人 (Person responsible for receiving club property)：  課外活動組組長 (Director of Division of Extracurricular Activities)：   |
| 備 註Note全文完 | 本表一式三份，於社團移交三日內，一份存課外活動組，移接交人各存一份。Please print out three copies of this form and deliver one copy to the Division of Extracurricular Activities within three days after the transfer. Each person responsible for transferring/receiving club property should keep a copy of this form.  |

 保存期限：3年/ Valid for 3 years. QP-07-35-13-10