**財產報廢申請單**

填表日期：　　年　　月　　日

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 財產名稱： | | | 減損原由 | □維修不具效益，且逾使用年限。  □損壞無法修復，且逾使用年限。  □其他 | | | |
| 財產編號 | 購置日期 | | 使用年限 | | 已使用年數 | | 現存位置 |
|  |  | |  | |  | |  |
|  |  | |  | |  | |  |
|  |  | |  | |  | |  |
|  |  | |  | |  | |  |
|  |  | |  | |  | |  |
|  |  | |  | |  | |  |
|  |  | |  | |  | |  |
|  |  | |  | |  | |  |
|  |  | |  | |  | |  |
|  |  | |  | |  | |  |
| 申請人  (保管人) | |  | | 單位主管 | |  | |

**\*\*請檢附照片及黏貼財產標籤**

|  |  |
| --- | --- |
|  |  |
|  |  |