

保管組 - 財產報廢流程表

Inventory Control Section--Property Disposal Procedures

一、 流程圖 Flow Chart :



二、 詳細說明 Explanation :

1. 部份財產報廢時，須先交由各類別維護單位認定已“損壞”無法修復時，再填寫報廢單分別由各檢驗單位同仁簽名(含財務處審核組)，認定之。Some property must be declared as “damaged beyond repair” before a Property Disposal Form is completed. Have form signed by all the units indicated on the form (including the Auditing Section of the Controller's Division).
2. 民國 90 年以後的財產，須將財產卡正本附在報廢單後。If property is purchased after 2001, an **original copy** of Inventory Card should be attached with Property Disposal Form.

三、 報廢財產類別 Category of equipment to be disposed:

1. 電器類 Electrical equipment :

電腦類 Computer→資網處檢驗判定、簽名。(例：主機、螢幕、筆電、印表機、傳真機) Checked, approved, and signed by the Information and Network Division (for hosts, monitors, notebooks, printers, and fax machines).

家電類 Appliances→營繕組檢驗認定、簽名。(例：電扇、冷氣機、電話、桌上型飲水機) Checked, approved, and signed by the Construction and Buildings Section (for fans, air conditioners, telephones, and small water dispensers).

2. 傢俱類 Furniture：櫥櫃、座椅、廚具。由總務組、保管組認定之。Cupboards, chairs, and kitchenware. Approved by the General Affairs Section (Taoyuan) or the Inventory Control Section (Taipei).