

保管組 - 財產移轉流程表

Inventory Control Section--Property Transfer Procedures

一、 流程圖 Flow Chart :



二、 詳細說明 Explanation :

1. 部份財產須辦理移轉時，請先詳細填寫要移轉財產之財號、序號、批號及財產移出、移入單位地點代碼。When transferring property to another unit, please fill in inventory number, serial number, purchase order number, and code numbers of property to be transferred on the Property Transfer Form.
2. 再分別由移出、移入兩單位之保管人及主管簽名、確認。 Have form signed and approved by the responsible individuals and administrators of units from which the property is transferred to and from.
3. 將移轉單送交保管組處理，即完成單位移轉手續。 Submit Property Transfer Form to the Inventory Control Section, completing transfer procedures.