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| 馬偕醫學大學移交清冊 |

移交人(單位、職稱、姓名) 茲將自中華民國 年 月 日起至 年 月 日交卸日止任內經管事項，分別造具下列各項清冊，移送接收人(單位、職稱、姓名) 接收。

上列人員已移交完畢。

移交人簽章：

接收人簽章：

監交人簽章：

中華民國 年 月 日

註：移交清冊經奉核定後，校長或一級單位主管，由移交人、接收人、所屬單位人事室各執一份；承辦人員由移交人、接收人及所屬單位各執一份。

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| 承辦單位 | 一級主管 | 會辦單位(人事室)  各單位內承辦人員移交免會 | 批　　示 |
| 簽辦人：  主 管： |  |  |  |

附件一

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| 馬偕醫學大學移交清冊目錄 | | | |
| 項次 | 名 稱 | 數量 | 備 註 |
| 一 | [單位章戳清冊](http://w3.ydu.edu.tw/pers/file/主管交接章戳圖記移交表.doc) |  |  |
| 二 | 人員名冊 |  |  |
| 三 | 財產清冊 |  |  |
| 四 | 業務檔案（含電子檔）資料清冊 |  |  |
| 五 | 未辦或未了案件清冊 |  |  |
| 六 | 儀器設備帳號、密碼清冊 |  |  |
| 七 | 其他應行移交事項 |  |  |
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附件二

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| 馬偕醫學大學單位章戳清冊 | | | |
| 編號 | 名 稱 | 數 量 | 印 模 |
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附件三

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| 馬偕醫學大學單位人員名冊 | | | | |
| 編號 | 姓名 | 職稱 | 業務職掌 | 備註 |
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附件四

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| 馬偕醫學大學財產清冊（可至保管組影印財產明細） | | | | | | | |
| 項次 | 財產編號 | 名稱 | 單位 | 數量 | 金額 | 購置日期 | 經管人 |
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附件五

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| 馬偕醫學大學業務檔案（含電子檔）資料清冊 | | | | |
| 項次 | 案卷名稱 | 案卷內容 | 數量 | 備註 |
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註：須長期保存以備隨時查考參閱之公文（有關單位之來函、通知、本單位自行承辦之簽呈）、法規、合(契)約、各負責相關業務卷夾，各文件應依類別歸檔成卷。

附件六

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| 馬偕醫學大學未辦或未了案件清冊 | | | | | |
| 項次 | 案件名稱 | 文號 | 主旨或事由 | 處理情形 | 備註 |
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註：單位經費使用情形併本清冊列入移交。

附件七

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| 馬偕醫學大學儀器設備帳號、密碼清冊 | | | | |
| 項次 | 儀器設備名稱 | 帳號 | 密碼 | 備註 |
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