影印機使用登記簿

使用單位:總務處

\*請務必確實登記

慈濟學校財團法人慈濟科技大學（單位全銜）影印機使用登記表

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| --- | --- | --- | --- | --- | --- |
| 日期 | 用途說明 | 流水號起訖 | 紙張規格 | 張數 | 簽名 |
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附註：不同型號之影印機，其碳粉不可相互使用。

慈濟學校財團法人慈濟科技大學

月份影印數量歸屬表

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 型號（震旦） |  |  |  |  |  |  |  | 當月  合計 | 上月  張數 |
| 置放位置 |  |  |  |  |  |  |  |  |  |
| 使  用  量  計  數  器  起訖號碼 |  |  |  |  |  |  |  |  |  |
| 總計 |  |  |  |  |  |  |  |  |  |
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製表人 事務組長 總務長 會計 校長

影印機使用異常處理說明單

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| --- | --- | --- | --- | --- |
| 單位 |  | | 異常日期 | 年    月       日 |
| 使用人 |  | | | |
| 異常使用原因說明 | | | | |
|  | | | | |
| 單位檢核結果 | | | | |
|  | | | | |
| 處理方式：  學生：□送學務處依校規處理    □其他  教職員：□報請人事室送相關委員會處理    □其他 | | | | |
| 檢核人： | | 組長： | | 單位主管： |