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| **資訊資產報廢申請單** | | | | | |
| **填寫日期\*：** | | | | | |
| **項次** | **資產名稱** | **資產編號** | **報廢日期** | **報廢原因** | **相關照片** |
| 1 |  |  |  |  |  |
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| **備註** |  | | | | |

【注意事項】

1. 紅色星號為必填欄位，請務必照實填寫。
2. 請依實際狀況填寫表單，並請稽核人員、受稽人員確實簽名後，再由部門及ISO主管簽核。

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| ISO管理部最高主管： | 部門主管： | 稽核人員、受稽人員： |