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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **物品借出單** | | | | | | | | | |
| **申請日期\*：** | | | | | | | | | |
| **申請人\*** | |  | | | **申請部門\*** | |  | | |
| **借出類型\*** | |  | | | | | | | |
| **借出對象\*** | |  | | | **對象名稱\*** | |  | | |
| **預計借出日\*** | |  | | | **預計歸還日\*** | |  | | |
| **聯絡人\*** | |  | | | **電話\*** | |  | | |
| **運送方式** | |  | | | **傳真** | |  | | |
| **運送地址** | |  | | | | | | | |
| **項次** | **物品編號\*** | | **品名/規格\*** | **數量\*** | **單位\*** | **單價\*** | **小計** | **倉庫\*** | **備註** |
|  |  | |  |  |  |  |  |  |  |
| **金額** | | | | | | |  |  |  |
| **稅額** | | | | | | |  |  |  |
| **總計** | | | | | | |  |  |  |
| **其他**  **備註** |  | | | | | | | | |