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| **員工資產點交紀錄單** | | | |
| **填寫日期\*：** | | | |
| **資產使用者\*** |  | **部門\*** |  |
| **項次** | **資產名稱\*** | **資產編號\*** | **備註** |
|  |  |  |  |
| **資產使用者歸還簽名：** | | | |