|  |  |  |  |
| --- | --- | --- | --- |
| **資訊設備報修處理紀錄表** | | | |
| **填表日期\*：** | | | |
| **發生問題設備\*** |  | | |
| **問題描述\*** |  | | |
| **處理紀錄** | | | |
| **負責人員\*** |  | **負責單位\*** |  |
| **處理過程**  **(如有委外處理，請詳述委外單位名稱、是否攜出等資訊)** |  | | |
| **是否攜出** |  | | |
| **處理結果** |  | | |