**文藻外語大學校旗暨校錦旗申請表**

Application form for Wenzao flag and banner

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| 申請物品 Items | | | |
| □校旗 數量：\_\_\_\_\_\_ 面 (金額：350元/面)  Wenzao Flag Quantity: (NT$350/each)  尺寸：87公分\*138公分 Dimensions:87x138cm | | □校錦旗 數量：\_\_\_\_\_\_ 面(金額：140元/面)  Wenzao Banner Quantity: (NT$140/each)  尺寸：46公分\*28公分 Dimensions:46x28cm | |
| 申請需求 Requirements | | | |
| □借用 Borrowing (例：服務隊營期借用off-campus service work) □領用Collecting (例：致贈姊妹校、貴賓等 as a gift to partner schools or guests) | | | |
| 用途說明 Reason for Application | | | |
| □自行付費 Paid by a user □申請免付費 Apply for free use  說明(Note)： | | | |
| 申請單位 Application Unit |  | | |
| 申請人 Applicant | 二級主管 Unit Head | | 一級主管 Unit Head |
|  |  | |  |
| 管理暨決行單位  Management and decision | 事務組  Purchasing & Supply Section | | 總務處  Office of General Affairs |
|  | |  |
| 收費蓋章  Stamped upon payment |  | | |
| 領用/借用日期  Borrowing date | 領用/借用人簽章 Signature( borrower) | | 備註 Remark |
|  |  | |  |
| 歸還日期 Return date | 收取人簽章 Signature (receiver) | | 備註 Remark |
|  |  | |  |

總務處製表

2019.02.20