

(圖資處存查)

## 高雄醫學大學圖書資訊處電腦教室借用繳費單

Kaohsiung Medical University Office Of Library & Information Computer Room Application Form

借用教室Room :  O03202  O03203  O05202

借用時間 Date/Time : \_\_\_\_年\_\_\_\_月\_\_\_\_日\_\_\_\_點\_\_\_\_分 至  
\_\_\_\_年\_\_\_\_月\_\_\_\_日\_\_\_\_點\_\_\_\_分 year month day 00:00- year month day  
00:00

申請單位Department : \_\_\_\_\_

申請人Applicant : \_\_\_\_\_ 聯絡電話Telephone : \_\_\_\_\_

用途類別 Type Of Use :  8. 校外 借用 for outside school 9. 社團for club \_\_\_\_\_

費用Fee : \_\_\_\_\_ (請參考下列用途類別代碼)

用途說明 Use Description  
: \_\_\_\_\_

出納組Cashier Division : \_\_\_\_\_

圖書資訊處Office Of Library & Information : \_\_\_\_\_

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用途說明 Use Description  
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出納組Cashier Division : \_\_\_\_\_

圖書資訊處Office Of Library & Information : \_\_\_\_\_

用途類別代碼Type Of Use :

8. 校外借用 == 新台幣一千五百元/小時 for outside school=NT\$1500/hr
9. 社團用 == 每次每小時新台幣一百元 for club NT\$100/time

電腦教室借用流程說明Borrowing process :

1. 申請Application：申請人請於借用日期前七日內至校務資訊系統填寫申請書The applicant requested within seven days prior to the date of borrowing, completing the application form in the information systems ( <https://wac.kmu.edu.tw/> 資訊系統首頁Home Page>>T.教職員資訊系統 Staff System>>T.5.總務資訊系統Cashier System>>T.5.0.02.場地借用Borrow Venue )
2. 通知Notify：等待資訊處人員電話通知，確認教室借用相關事宜Wait information officers notified by telephone to confirm classroom borrow related matters.
3. 繳費Payment：請填寫本申請表，並至出納組繳費蓋章Please complete this application form and to seal Cashier.
4. 核准：繳費完成後，請持收據及本申請表繳回圖書資訊處Approved: After the payment is completed, please bring the receipt of the application form and be repaid Library and Information Department.