

生命科學系公共空間鑰匙/臨時門禁卡申請表
Application Form for Keys/Temporary Access Card for the Department of Life
Sciences Public Space

申請項目 Application Items	<input type="checkbox"/> 公共空間鑰匙 Public Space Key 空間編號 Space Numbe: _____ <input type="checkbox"/> 臨時門禁卡 Temporary Access Card
門禁使用期限 Access Usage Period	<input type="checkbox"/> 短期借用 Short-term Borrowing 年 月 日至 年 月 日 YYYY/MM/DD - YYYY/ MM/DD <input type="checkbox"/> 長期借用 Long-term Borrowing
申請人簽章 Applicant's Signature	申請日期 Application Date :
領取人簽章 Recipient's Signature	領取日期 Collection Date :
備註 Remark	1. 公共空間鑰匙/臨時門禁卡申請需以實驗室為單位申請，臨時門禁卡至多申 5 張。 Applications for public space keys/temporary access cards must be submitted by the laboratory as a unit. A maximum of 5 temporary access cards may be requested. 2. 借用之鑰匙，嚴禁複製備份，一經發現，將停止借用。 Keys borrowed are strictly prohibited from being copied or backed up. If discovered, borrowing privileges will be revoked. 3. 公共空間鑰匙/臨時門禁卡應妥善保管，如有遺失應通知系辦刪除通行權限，如未通知刪除權限遭冒用衍生法律問題，由申請人負責。 Public space keys/temporary access cards should be kept in good condition. If lost, the department office must be notified to delete access privileges. If access privileges are not deleted and are misused, the applicant will be held responsible for any legal issues arising from it. 4. 公共空間鑰匙/臨時門禁卡遺失需繳交相關補發費用。 A fee will be charged for the reissue of lost public space keys/temporary access cards.
空間管理人 Space Manager	
空間管理人審核結果 Space Manager Review Result	<input type="checkbox"/> 同意 Agree <input type="checkbox"/> 不同意 Disagree
臨時門禁卡號 Temporary Access Card Number	