

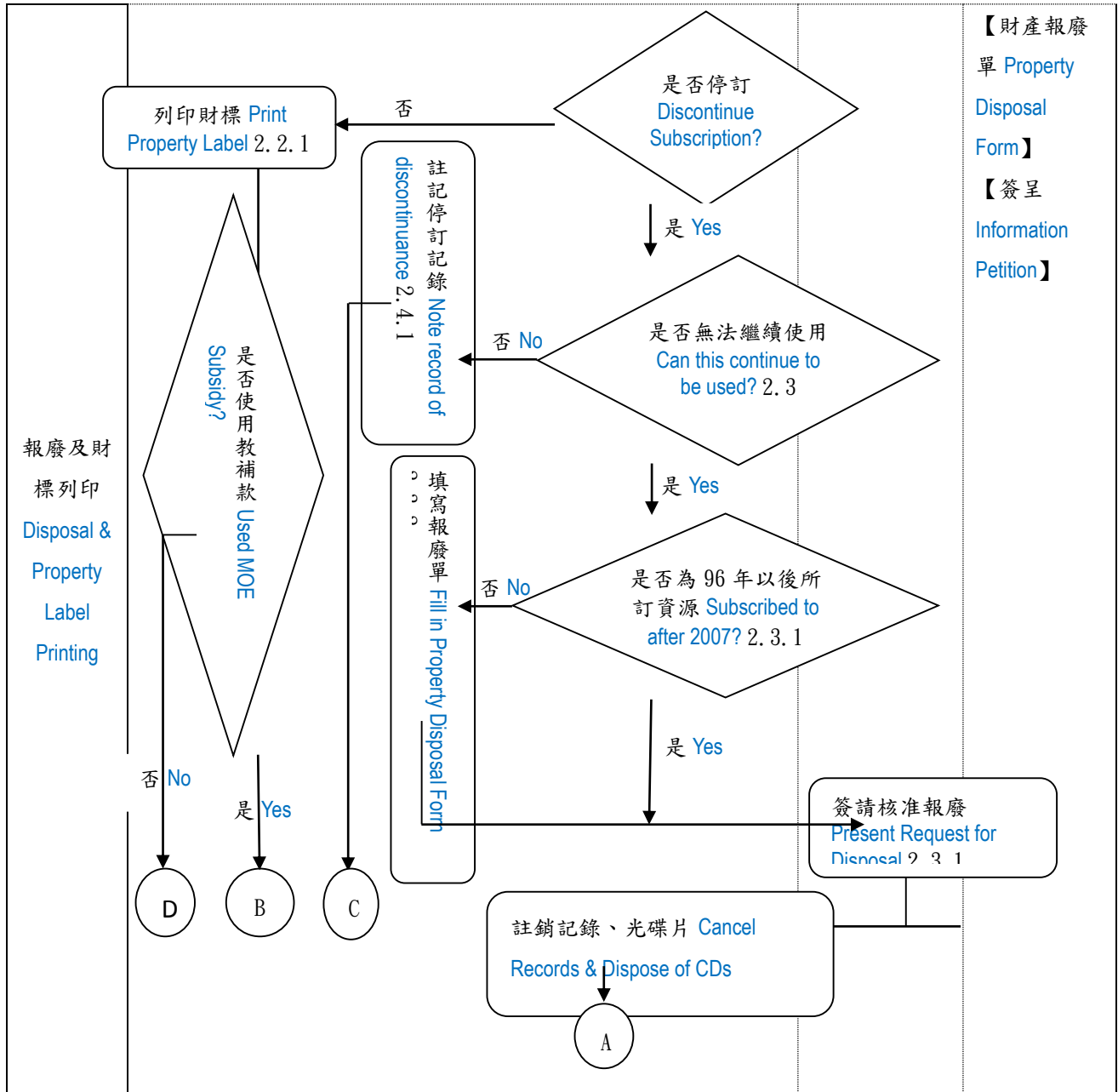
文件名稱 Name of Document	內部控制制度-電子資源財產管理 Internal Control Mechanism- Electronic [online] Resources Inventory Control		
文件編號 Document No.	0721-002	版次 Edition	V3.0
提案單位 Proposing Unit	圖書館 Library	生效日期 Effective Date	2014/11/19

電子資源財產管理 Electronic [online] Resources Inventory Control

1. 流程圖 Flow Chart

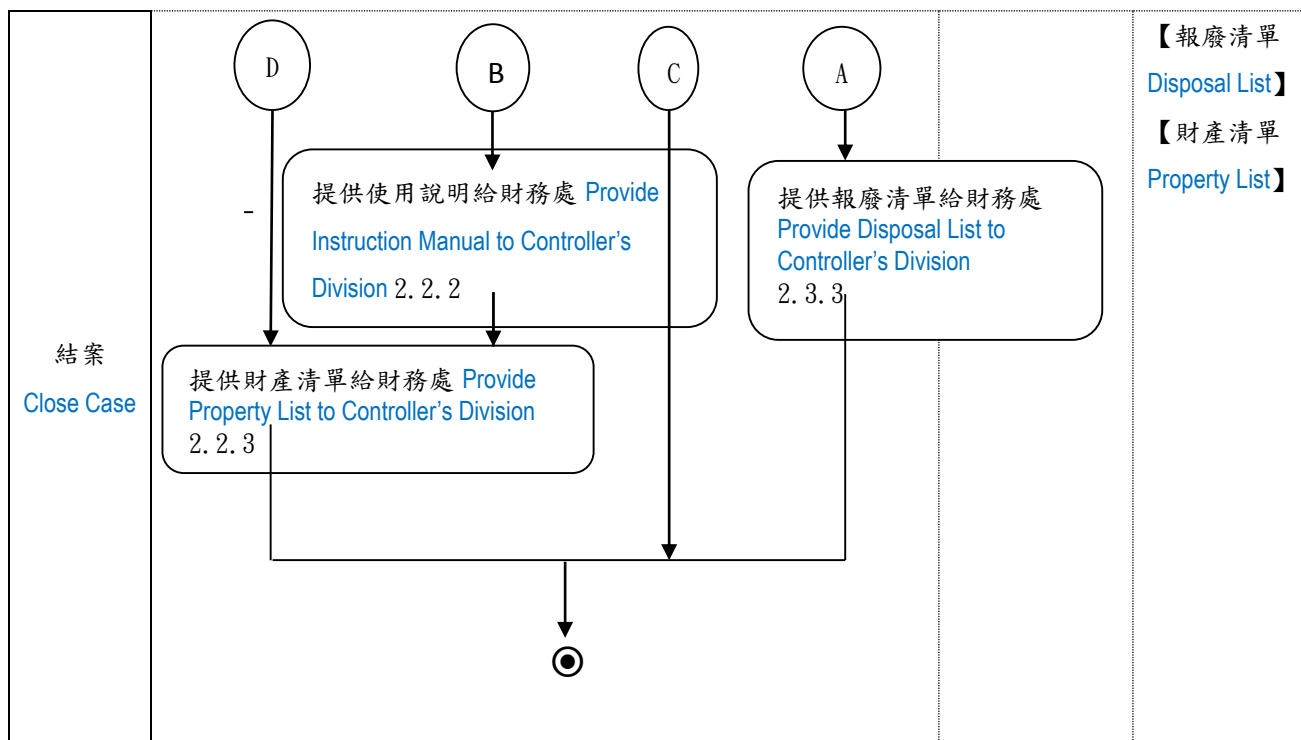
電子資源財產管理 Electronic [online] Resources Inventory Control			
流程 Process	資訊組 Information Service Section	平行/上級單位 Parallel/ Upper Units	使用表單 Forms Used
準備作業 Preparation	<pre> graph TD     Start(( )) --&gt; Task[整理電子資源清單 Organize Electronic [online] Resources List]     Task --&gt; Next[ ]           </pre>		【本校經費 使用清單 MCU Budget Use List】 【教補款清 單 Ministry of Education Subsidy List】

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## 2. 作業程序：Operations Procedures:

2.1 整理電子資源清單。Organize Electronic [online] Resources List.

2.2 非停訂者：Continued Subscriptions:

2.2.1 印製財標，本校及教補款使用者，需以不同顏色，以利區分。Print property labels and use different colors to distinguish between MCU and Ministry of Education subsidy cases.

2.2.2 教補款使用者，需提供使用說明給財務處。For MOE subsidy cases, instruction manual must be submitted to Controller's Division.

2.2.3 學年度結束時，提供財產報廢清單給財務處。Provide Property Disposal List to Controller's Division at the end of academic year.

2.3 停訂且無法使用者：Discontinued Subscriptions and Things Which Cannot Continue to be Used:

2.3.1 96 年以後所訂之資源，簽請核准報廢，核准後註銷記錄。For resources subscribed to after 2007, present request for disposal. Upon approval, cancel records.

2.3.2 96 年以前所訂之資源，填寫報廢單，簽請報廢，核准後營繕組註銷財產記錄。For resources subscribed to before 2007, fill in Property Disposal Form and

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present request for disposal. Upon approval, Construction and Buildings Section cancels property records.

2.3.3 學年度結束時，提供財產報廢清單給財務處。Provide Property Disposal List to Controller's Division at the end of academic year.

### 3. 控制重點：Key Control Points:

- 3.1 是否停訂。Is the subscription to be discontinued?
- 3.2 是否有列印財標。Is the property label printed?
- 3.3 停訂無法使用者是否依程序報廢。Are disposal procedures followed for discontinued subscriptions and things which cannot continue to be used?

### 4. 使用表單：Forms Used:

- 4.1 簽呈 Information Petition
- 4.2 財產報廢單 Property Disposal Form

### 5. 依據及相關文件：Basis and Relevant Documents:

銘傳大學圖書館館藏淘汰實施要點 Ming Chuan University Library Materials Disposal Guidelines