资优教育基金：校外进阶学习课程

**Gifted Education Fund: Off-school Advanced Learning Programmes**

资产记录表

**Assets Register**

|  |  |  |
| --- | --- | --- |
| 课程编号及名称  Programme No. / Title | : |  |
| 机构名称  Name of Organisation : | | 资产类别  Class of Asset : |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 编号Item No. | 项目说明\*  Item/Description\* | 单价Unit Cost/Item  港币 HK$ | 数量No. of Units | 总值Total Cost 港币 HK$ | 购买日期Date of Purchase | 供应商  发票编号Supplier’s Invoice No. | 项目  存放地点  Location of Item | 拥有权归予  受款人日期  Date of Ownership Vested to  Grantee | 根据资产运用计划作出调配  Deployed in accordance with the  Asset Usage Plan | | 负责人  (请注明姓名及职衔)  Person in Charge  (Please state Name and Post) |
| 是 Yes | 否 No  *(理据 Justification)* |
| 1. |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |  |  |  |

类别总计 Total for the Asset Class: 港币 HK$ 元

\* (请详列项目的牌子、型号及编号（如有） Please detail out the brand, model and serial number, if any)

This is to certify that – 受款人确证真实无误

**Certified True and Correct by Grantee**

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Disposed on** | **Signature of Person in charge** |
|  |  |  |
|  |  |  |
|  |  |  |

获授权人签署

Signature of Authorised Person:

获授权人姓名

Name of Authorised Person:

获授权人职衔

Title of Authorised Person:

日期

Date: