資優教育基金：校外進階學習課程

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

資產記錄表

**Assets Register**

|  |  |  |
| --- | --- | --- |
| 課程編號及名稱Programme No. / Title | :  |  |
| 機構名稱Name of Organisation :  | 資產類別Class of Asset : |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 編號Item No. | 項目說明\*Item/Description\* | 單價Unit Cost/Item港幣 HK$ | 數量No. of Units | 總值Total Cost 港幣 HK$ | 購買日期Date of Purchase | 供應商發票編號Supplier’s Invoice No. | 項目存放地點Location of Item | 擁有權歸予受款人日期Date of Ownership Vested toGrantee | 根據資產運用計劃作出調配Deployed in accordance with theAsset Usage Plan | 負責人(請註明姓名及職銜)Person in Charge(Please state Name and Post) |
| 是 Yes | 否 No*(理據 Justification)* |
| 1. |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |  |  |  |

類別總計 Total for the Asset Class: 港幣 HK$ 元

\* (請詳列項目的牌子、型號及編號（如有） Please detail out the brand, model and serial number, if any)

This is to certify that – 受款人確證真實無誤

**Certified True and Correct by Grantee**

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

獲授權人簽署

Signature of Authorised Person:

獲授權人姓名

Name of Authorised Person:

獲授權人職銜

Title of Authorised Person:

日期

Date: