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 to  Grantee | 根據資產運用計劃作出調配  Deployed in accordance with the  Asset 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: