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|  | | | | | **中西區民政事務處**  **地方團體資本設備**  **盤存記錄** | | | |  | | | |
|  |  | | | | | | | | | | | | |
| 團體名稱 | |  | | | | | | | | | |
| 設備存放地點 | | |  | | | | | | | | |
| **I. 資本設備記錄** | | | | | | | | | | | |
| **資本設備** | | | | **1** | | **2** | **3** | **4** | | **5** |
| 名稱 | | | |  | |  |  |  | |  |
| 數目 | | | |  | |  |  |  | |  |
| 金額 | | | |  | |  |  |  | |  |
| 購買日期 | | | |  | |  |  |  | |  |
| 商號 | | | |  | |  |  |  | |  |
| 活動的指定負責人姓名及職位 | | | |  | |  |  |  | |  |
| 活動的指定負責人簽署 | | | |  | |  |  |  | |  |
| 備註 | | | |  | |  |  |  | |  |
| **II. 資本設備核對記錄** | | | | | | | | | | | |
| **資本設備** | | | | **1** | | **2** | **3** | **4** | | **5** | |
| 日期 | | | |  | |  |  |  | |  | |
| 獲授權人姓名及職位 | | | |  | |  |  |  | |  | |
| 獲授權人簽署 | | | |  | |  |  |  | |  | |

* 現證實上列盤存項目已核對無誤。所有表格和收據上的團體印章及負責人簽名式樣須相同。