**靜宜大學期中(末)考週隨班考試卷印製申請單**

**NO.：**

**Test Printing Order for In-class Midterm/Final Exams**

|  |  |  |  |
| --- | --- | --- | --- |
| 擬取件日期  (Pick-up date) | / / | 送件日期  (Drop-off date) | / / |
| 選項  (Exam type) | □**期中**(Midterm) | □**期末**(Final) | |
| 所屬單位  (Affiliated unit) |  | 核銷單位  (Reimbursement unit) | 綜合業務組 |
| 教師名稱  (Instructor) |  | 班級名稱  (Class) |  |
| 科目名稱  (Subject) |  |
| 科目名稱  (Subject) | 試務考卷  Exam paper | 會計科目代碼  (Code no.) | 51221 |
| 底稿張數  (Pages of original) | **A4： 張(sheets)** | 印刷份數  (Copies) |  |
| 聯絡電話  (Phone number) |  | 簽收人  (Signature) |  |
| 簽收日期  (Date) |  |

* 備註：(1)試題底稿A4規格張數需達3頁(含)以上。(2)A4/A3雙面印製。(3)試題卷與試題卷印製申請單請一併轉成PDF檔後，於繳交截止日前E-mail至綜合業務組承辦人。(4)試題卷領取將於印製完成後E-mail通知教師。
* Note: (1)The minimum number of the original is three A4 pages. (2)Double-sided A4/A3. (3)The original test and the print order form should be e-mailed in PDF format to the case officer at the Div. of R&C before deadline. (4)When the tests are printed, the instructors will be informed by e-mail.

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第二聯(Second copy):綜合業務組存查(For Div. of R&C record)

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