

國立中興大學 改分申請單

Application Form for Document Reassignment

申請日期：____年____月____日
Date of Application :

申請單位 Applicant unit			
公文文號 Official document number			
退文原因 Reason for rejection			
建議改分單位 (非必填) It is recommended to change the unit (Optional)			
申請人 applicant	(簽章) (signature)	聯絡電話 Contact number	
直屬主管核章 Approval and seal by direct supervisor			
一級主管核章 First level supervisor seal	(需由一級主管核定) (Need to be approved by first-level supervisor)		
備註 Remark	<p>收文單位如認為該公文非屬本單位業務範圍者，請依本校文書處理要點第19點填寫「公文改分申請單」，註明「理由」經單位主管蓋章後，於4個小時內退回總收文(文書組)改分，逾時視為同意承辦。改分2個單位仍未有單位承辦者，應陳請主任秘書以上主管核示改分，經主任秘書以上主管改分裁定後，受改分單位不得再行退回改分。</p> <p>If the receiving unit believes that the official document does not fall within the business scope of the unit, please fill in the "Official Document Change Application Form" according to point 19 of the school's document processing points, indicate the "reason", and return it within 4 hours after it is stamped by the unit supervisor. The general collection (Clerical Section) will change the points. If the application is overdue, it will be deemed as acceptance. If there is still no unit to carry out the reassignment between two units, the applicant should ask the supervisor at or above the chief secretary to verify the reassignment. After the reassignment decision is made by the director at or above the chief secretary, the reassigned unit shall not return the reassignment.</p>		