

大葉大學教職員工證持證須知

Notices for Using Da-Yeh University Faculty/Staff ID Card

表單編號：2200-019-e

Form Number：2200-019-e

一、本證在校內作為辨識、通行、門禁之用。

1. This ID card is used on campus as identification, access control, and door security.

二、本證在校外僅供證明之用，不得為其他用途。

2. This ID card can only be used for identity proof and shall not be used for other unrelated purposes.

三、本證不得轉借或經偽造變造後使用。

3. This ID card cannot be borrowed or used after being forged or altered.

四、持用本證有違法致影響校譽之情節者，依法追究。

4. The card holders will be investigated for criminal responsibility according to laws once his deeds are illegal and thus harming the school's reputation.

五、遺失或污損之補發，酌收工本費新台幣貳佰元整。

5. NTD\$ 200 will be charged for processing the reissuance of the card due to loss or defacement.

六、本證離職時繳回人事室。

6. Please return this card to the Personnel Office upon resignation.