**修平科技大學秘書室電子看板訊息發布申請表**

申請日期： 年 月 日

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| 姓 　 　名 |  | 簽名或蓋章 | 職 稱 |  |
| 申 請 單 位 |  | 聯 絡 電 話 |  |
| 預定播放時間 | 自 年 月 日 時起至 年 月 日 時止 |
| 發布內容︵依格位填寫︶ |

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| 播放說明 | 1.一格代表2個字元，一個中文字佔2個字元，每行共15個中文字。英文字母、阿拉伯數字為半形佔1個字元，全形佔2個字元。2.若列數不足可自行複製填寫。3.發布內容請簡潔，勿過於冗長。4.若有任何問題請洽秘書室校友暨公關服務組劉華胤hyliu@hust.edu.tw，校內分機6031。 |
| 申請單位二級主管 |  | 申請單位一級主管 |  |
| 秘書室校友暨公關服務組 |  | 秘書室主任秘書 |  |