

# 元智大學設備初驗紀錄表

## Yuan Ze University Record for Initial Inspection and Acceptance of Equipment

驗收日期 Inspection and Acceptance Date :      年(y)      月(m)      日(d)

驗收地點 Inspection and Acceptance Location :

採購單號 Purchase Order Number		招標/議價案號 Tender/Negotiation Case Number	〈無者免填〉 (Leave blank if not applicable)	
項目名稱及數量 Item Name and Quantity				
得標廠商名稱 Winning Tenderer				
履約交貨日期 Delivery Date	〈無招標/議價案號者免填〉 (If there is no tender/negotiation case number, leave it blank)		保固年限 Warranty Period	年 Years
單位測試驗收合格日 Unit Inspection and Acceptance Date	〈若需複驗本欄勿填〉 (Do not fill in this column if re-inspection is required.)			
驗收項目與結果 Inspection and Acceptance Items and Results	符合 Compliance	不符合 Non-Compliance		
	1. <input type="checkbox"/>	<input type="checkbox"/>		
	2. <input type="checkbox"/>	<input type="checkbox"/>		
	3. <input type="checkbox"/>	<input type="checkbox"/>		
	4. <input type="checkbox"/>	<input type="checkbox"/>		
	5. <input type="checkbox"/>	<input type="checkbox"/>		
改善、拆除、重作、退貨、換貨期限 Deadline of Improvement, Dismantling, Reconstruction, Return, or Exchange				
初驗結果 Initial Inspection and Acceptance Result				
請購單位主管 (主驗) Head of Procurement Unit (Chief Inspector)	(簽章) (Signature)	請購單位 驗收人員 Inspector of Procurement Unit	(簽章) (Signature)	財產保管人 Property Custodian
廠商代表 (百萬元以下驗收合格免) Manufacturer's Representative (Exempt if Inspection Acceptance Passes for Amounts Below One Million Dollars)	(簽章) (Signature)	財務管理組 (會驗) Finance and Property Management Section (Joint Inspector)	(簽章) (Signature)	會計室 (監驗) General Accounting Office (Supervisor)
			(簽章) (Signature)	(簽章) (Signature)

**備註 Remarks :**

- 1) 屬大電力及特殊水電需求設備之財產，應先由總務處工程管理組與環安衛中心勘驗，確認符合安全規定方可續送財產驗收。For property classified as high electrical power and special water-electricity demand equipment, the Property must be inspected by Construction Maintenance Section of Office of General Affairs and Environmental Protection and Occupational Safety and Health Center to confirm compliance with safety regulations before proceeding with property inspection acceptance.
- 2) 請購單位於進貨預檢無誤後進行驗收程序，經相關單位驗收簽核後，應將「設備初驗紀錄表」上傳預算會計系統，並於預算會計系統填妥驗收欄位同步驗收，方可辦理結案相關程序。The Procurement Unit should conduct the inspection and acceptance procedure after pre-checking the incoming goods. After verification and approval by relevant units, the "Record for Initial Inspection and Acceptance of Equipment" should be uploaded to the Budget and Accounting System. The inspection and acceptance field in the Budget and Accounting System should also be completed for synchronization before proceeding with the closure-related procedures.
- 3) 初驗不合格者，應續辦複驗。If the initial inspection fails, a re-inspection must be conducted.