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:

Purchase Order Number 項目名稱及數量 Item Name and Quantity 科標廠商名稱 Winning Tenderer 履約交貨日期 Delivery Date 單位測試驗收含格日 Unit Inspection and Acceptance Date 粉收項目與結果 Inspection and Acceptance Items and Results 2. □ □ □ □ 次善、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) (答章) (Signature) 「新華型位」 「新華型位置 「	採購單號		招档	票/議價案號		
Case Number (Leave blank if not applicable) 項目名稱及數量 Item Name and Quantity 得標廠商名稱 Winning Tenderer			Tende	er/Negotiation		〈無者免填〉
項目名稱及數量 Item Name and Quantity 得標廠商名稱 Winning Tenderer 履約支貨日期 Delivery Date 単位測試験收合格日 Unit Inspection and Acceptance Date 粉收項目與結果 Inspection and Results 2. □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Purchase Order Number		Ca	se Number	(Leave blank it	f not applicable)
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Winning Tenderer	得標廠商名稱					
Delivery Date Complete Comp						
□ 位別試験收合格日 Unit Inspection and Acceptance Date 粉收項目與結果			〈無招標/議信	買案號者免填〉	保固年限	年
Unit Inspection and Acceptance Date Acceptance Date	Delivery Date	(If there is no tender	r/negotiation case num	ber, leave it blank)	Warranty Period	Years
Acceptance Date (Do not fill in this column if re-inspection is required.) 符合 Compliance 不符合 Non-Compliance	單位測試驗收合格日					
符合 Compliance 不符合 Non-Compliance 1.	Unit Inspection and				〈若需複譽	臉本欄勿填 〉
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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.