**元智大學設備複驗紀錄表  
Yuan Ze University Record for Equipment Re-inspection**

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| --- | --- | --- | --- | --- | --- | --- |
| 驗收日期Re-inspection Date： 年(y) 月(m) 日(d) | | | | | | |
| 驗收地點Re-inspection 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 Re-inspection 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  Re-inspection Items and Results | 符合Compliance 不符合Non-Compliance   1. □ □ 2. □ □ 3. □ □ 4. □ □ 5. □ □ | | | | | |
| 改善、拆除、重作、退貨、換貨期限Deadline of Improvement, Dismantling, Reconstruction, Return, or Exchange |  | | | | | |
| 複驗結果  Re-inspection Results |  | | | | | |
| 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 | （簽章）  (Signature) |
| 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) |

備註Remarks：

1. 複驗時請購單位須將此案簽核完畢之「設備初驗紀錄表」連同此複驗記錄表，一併辦理複驗程序。During the re-inspection, the procurement unit must submit the "Record for Initial Inspection and Acceptance of Equipment" that has been signed off, along with this re-inspection record, to initiate the re-inspection process.
2. 複驗程序完成，經相關單位簽核後，應將此「設備複驗紀錄表」及「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。Upon completion of the re-inspection process and after obtaining relevant unit approvals, this " Record for Equipment Re-inspection" and "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.

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