

# 元智大學設備複驗紀錄表

## Yuan Ze University Record for Equipment Re-inspection

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. <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			
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)
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)
		財產保管人 Property Custodian	(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.