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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **進貨退出單** | | | | | | | | | |
| **申請日期\*：** | | | | | | | | | |
| **申請人\*** | |  | | | **申請部門\*** | |  | | |
| **供應商\*** | |  | | | **供應商編號** | |  | | |
| **統一編號\*** | |  | | | **電話\*** | |  | | |
| **聯絡人\*** | |  | | | **傳真** | |  | | |
| **地址** | |  | | | | | | | |
| **進貨編號** | |  | | | **進貨日期** | |  | | |
| **發票號碼** | |  | | | **發票日期** | |  | | |
| **發票格式** | | □三聯式 □二聯式 | | | **發票處裡** | | □重開 □作廢 | | |
| **倉庫** | |  | | | **運送方式** | | □陸運 □海運 □空運 | | |
| **運送地址** | |  | | | | | | | |
| **項次** | **品名** | | **規格** | **數量** | **單位** | **單價** | | **小計** | **備註** |
| 1 |  | |  |  |  |  | |  |  |
| 2 |  | |  |  |  |  | |  |  |
| 3 |  | |  |  |  |  | |  |  |
| 4 |  | |  |  |  |  | |  |  |
| 5 |  | |  |  |  |  | |  |  |
| **退貨金額** | | | | | | | |  |  |
| **稅額** | | | | | | | |  |  |
| **總計** | | | | | | | |  |  |
| **其他**  **備註** |  | | | | | | | | |

【備註事項】

1. 紅色星號為必填欄位。
2. 請將進貨單於附件繳回至財務部。

|  |  |  |
| --- | --- | --- |
| 財務部： | 部門主管： | 申請人： |