|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **驗收單** | | | | | | |
| **申請日期\*：** | | | | | | |
| **採購人員\*** | |  | **採購部門\*** | |  | |
| **驗收人員\*** | |  | **採購單號\*** | |  | |
| **進貨日期\*** | |  | **進貨倉庫\*** | |  | |
| **供應商名稱\*** | |  | **統一編號\*** | |  | |
| **供應商聯絡人\*** | |  | **電子郵件\*** | |  | |
| **供應商電話\*** | |  | **傳真** | |  | |
| **發票日期\*** | |  | **發票號碼\*** | |  | |
| **供應商地址\*** | |  | | | | |
| **項次** | **品名\*** | | **數量\*** | **單位\*** | **單價\*** | **小計** |
|  |  | |  |  |  |  |
| **合計** | | | | | |  |
| **備註** |  | | | | | |