|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **初 验 单** | | | | | | | | | | | 验收日期： 年 月 日 | | | | | | | | | | | 品 名 | 型号 | 规格 （mm） | 出产编号 | 出产日期 | 单位 | 数量 | 单价 | 金额（元） | 管理人 | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | | 供货单位 | | | | | 生产厂商 | | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | | 设备技术资料 | | | | | | | | | | |  | | | | | | | | | | | 部门初验收意见 |  | | | | | | | | | | 验收人签名 |  | | | | | | | | | |

广东工贸职业技术学院货物、服务采购项目验收申请表

申请部门： 填表日期： 年 月 日

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 项目名称 | |  | | 合同编号 |  |
| 项目负责人 | |  | | 供应商 |  |
| 项目实施地点 | |  | | 项目 金额总值 | 元 |
| 项目完成时间 | |  | | 项目付款时限 |  |
| 申请部门验收的基本情况： | | | | | |
| 合同清单  核对情况 | 设备的外观：（ ）是、（ ）否，名称：（ ）是、（ ）否，  型号：（ ）是、（ ）否，规格：（ ）是、（ ）否，  数量：（ ）是、（ ）否，技术参数资料：（ ）是、（ ）否，  等与合同一致：，见“其它情况说明栏”。 | | | | |
| 核对人签名 | |  | | |
| 设备安装及运行情况 | 1. 安装情况：（ ） 已安装；（ ）未安装，见“其它情况说明栏”。 2. 运行情况：（ ）正常；（ ）不正常，见“其它情况说明栏”。 | | | | |
| 功能、性能 | 1、符合合同要求情况：（ ）符合或优于；（ ）不符合。  2、贵重设备的主要参数验收数据请在其它情况说明一栏注明或另纸说明（要求一一核对，不相符时要作说明）。 | | | | |
| 培训 | （ ）培训符合合同要求；（ ）培训时间不足；  （ ）培训质量差；（ ）合同无培训要求。 | | | | |
| 其它情况  说明  （空白不足可另附纸说明） |  | | | | |
| 项目负责人  意见 | （签名） | | | | |
| 部门负责人意见：  （签名、盖章）： 年 月 日 | | | | | |
| 资产与设备管理处处理结果： | | | | | |

填表说明：1、使用部门在申请学校验收前应组织本部门人员进行初验收，并填写“申请部门验收的基本情况”栏的内容。