**营口职业技术学院采购项目验收报告单**

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| 采购项目  名 称 | |  | | 采供合同  编 号 | |  | | |
| 交货或完工时间 | |  | | 资金来源 | |  | | |
| 验收内容 | |  | | | | | | |
| 采购单位 | |  | 联系人 | |  | | 电话 |  |
| 供应商 | |  | 联系人 | |  | | 电话 |  |
| 验收意见 | **根据合同，供应商提供的货物验收合格，同意付款。**  本次付款金额为（大写：） ，（小写：） 。  付款方式： □一次性付款  □分期付款 项目成交金额： 元人民币  已累计支付资金额： 元人民币  项目负责人： 验收负责人：  年 月 日 | | | | | | | |
| 需方审核意见 | | | | 备注 | | | | |
| 单位负责人：  （公章）  年 月 日 | | | |  | | | | |

填报说明：

1.本单一式3份，采购单位、供应商、有关管理部门各一份，验收大型项目时，采购单位要将专业部门出具的验收报告一并存档；

2.请采购单位在相应栏目内填写，且本单资金来源内容必须与采购计划一致。

**营口职业技术学院项目采购验收单**

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| 项目名称： |  | | |
| 项目编号： |  | | |
| 供货商名称： |  | | |
| 供货商代表： |  | 联系电话： |  |
| 接收人： |  | 实际到货日期： |  |
| 验收人： |  | 检验日期： |  |
| 使用部门负责人： |  | 接收日期： |  |

验收货物清单

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| **产品编号** | **产品名称** | | | **单位** | **订购数量** | | **单价** | **金额** | | **交货数量** | **实收数量** | | **使用部门** |
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| 总计 | （大写） | | | | | | | （小写） | | | | | |
| 处理结果： | | □接收 | □全部拒收 | | | □部分拒收 | | | □全部整修 | | | □部分整修 | |

验收货物清单

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| **产品编号** | **产品名称** | | | **单位** | **订购数量** | | **单价** | **金额** | | **交货数量** | **实收数量** | | **使用部门** |
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| 总计 | （大写） | | | | | | | （小写） | | | | | |
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