**华南农业大学货物验收申请表**

**（除仪器设备、家具以外其它品类货物）**

**项目名称： 委托编号： 招标编号： 子包号： 采购申请单号：**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **学院（部处）** | | | | |  | | | **实验室/分室** | | | |  | | | | **经费卡号** | |  | | | | **经费科目** | | | |  | | **使用方向** | | | |  | |
| **用户联系人/电话** | | | | |  | | | **供货商联系人/电话** | | | |  | | | | **外贸公司** | |  | | | | **到货日期** | | | |  | | **开箱验收人** | | | |  | |
| **货物明细清单** | **序号** | | **货物名称** | | | | | **品牌/型号** | | | **规格** | | | | **产地/厂家** | | | **出厂日期** | | | **单价(元)** | **数量** | | **总价(元)** | | | **存放地点** | | **领用人** | | | **保修期(年)** | |
| **1** | |  | | | | |  | | |  | | | |  | | |  | | |  |  | |  | | |  | |  | | |  | |
| **2** | |  | | | | |  | | |  | | | |  | | |  | | |  |  | |  | | |  | |  | | |  | |
| **3** | |  | | | | |  | | |  | | | |  | | |  | | |  |  | |  | | |  | |  | | |  | |
| **开箱验收情况** | | **货物是否有变更** | | **无□** | | | | | | **到货的内、外包装是否完好** | | | **是□**  **否□** | **主要部件和附件数量是否与合同、装箱单相符** | | | **是 □**  **否 □** | | **主要部件和附件型号、规格是否与合同、装箱单相符** | | | | **是 □**  **否 □** | | **产地、厂家是否与合同、装箱单相符** | | | **是□**  **否□** | | **资料文件是否齐全** | | | **是□**  **否□** |
| **货物如有变更是否得到批准** | | | **是□**  **否□** | | |
| **在正常使用后的情况** | | | | | | **技术指标、　“※”指标是否与采购文件、合同相符** | | | | | | | | | | | **是□ 否□** | | | **使用性能是否与采购文件、合同、说明书相符** | | | | | | | | | | | **是□ 否□** | | |
| **申请验收的货物符合采购合同的要求，现申请验收。 验收申请人签名：** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **供货商意见** | | | | | | | | | **用户单位意见** | | | | | | | | **资产与实验室管理处意见** | | | | | | | | | | **资产与实验室管理处参加验收人员** | | | | | | |
| **是否同意验收：同意 □**  **不同意 □**  **供货商代表签名：**  **供货商盖章：**  **年 月 日** | | | | | | | | | **是否同意验收：同意 □**  **不同意 □**  **项目负责人签名：**  **用户单位盖章：**  **年 月 日** | | | | | | | | **是否同意验收：**  **同意 □**  **不同意 □**  **确定验收时间：**  **年 月 日** | | | | | | | | | |  | | | | | | |
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**说明：验收以合同为根据，提交验收申请时，请把三份验收申请表、验收报告、一份采购合同或协议书的复印件提交到资产与实验室管理处仪器设备管理科，现场验收需准备招投标文件相关资料作为验收依据。**

**附件: 货物明细清单**（前表不足时使用）

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| **序号** | **货物名称** | **品牌/型号** | **规格** | **产地/厂家** | **出厂日期** | **单价(元)** | **数量** | **总价(元)** | **存放地点** | **领用人** | **保修期(年)** |
| **1** |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |  |  |
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| **8** |  |  |  |  |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |  |  |  |  |  |