

國立中興大學支出證明單

National Chung Hsing University Expenditure Voucher

YYYY/MM/DD

單位(Unit)：新臺幣元(NTD)

受領人(Recipient)			
姓名或 名稱 Name		身分證明文件字號 或統一編號 ID Number or tax ID number	
貨物名稱廠牌規格 或支出事由 Name, Brand, Specifications of Goods, or Purpose of Expenditure		單位 數量 Number of Units	
單價(Unit Price)		實付金額 Actual Payment Amount	
不能取得單據原因 Reason for Unable to Obtain Receipt			

經手人(Person in Charge)：

附註(Note)：

1. 受領人為機關或支付機關已有留存受領人資料者，得免記其身分證明文件字號或統一編號。

If the recipient is an organization or if the payment authority already has the recipient's information on file, it is not necessary to record their identification document number or unified business number.

2. 若具合法支付事實，但因特殊情形無法取得支出憑證，且本機關人員確已先行代墊款項者，「姓名或名稱」欄可填寫本機關實際支付款項人員之姓名。

If there is legitimate payment but it is not possible to obtain a receipt due to special circumstances, and if personnel from this organization have already advanced the payment, the "Name" field can be filled with the name of the personnel who actually made the payment on behalf of this organization.