**收據/發票聲明書**

**DECLARATION FOR EXPENSES RECEIPTS/INVOICES**

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| --- |
| 本人 ，由於以下原因未能提供收據/發票，特此聲明。□本人遺失或意外銷毀以下購買貨品或服務的收據/發票□供應商僅提供電子收據/發票予所購買貨品或服務□其他(請註明) 本人了解若聲明者對事實作出虛假之聲明，須承擔倘有的刑事責任。I, \_ , hereby solemnly and sincerely declare that I cannot provide the original receipt(s)/invoice(s) due to the following reason:□ I have mislaid or accidently destroyed the original receipt(s)/invoice(s) of the following purchase(s).□ The supplier only provided electronic versions of the original receipt(s)/invoice(s) for the following purchases.□ Others (please specify) I, the declarant, understand that if a false declaration is deliberately made, I have to bear the criminal liabilities, if any.購買貨品或服務的細項如下:Detailed description(s) of goods or service(s) purchased is/are listed as below: |
|  | **供應商****Vendor Name** | **購買日期****Date of Purchase** | **貨幣****Currency** | **支付金額****Amount Paid** | **所購買之貨品/服務****Description of Goods / Service Purchased** | **用途****Purpose** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

學院Faculty /部門 Department /其他 Others

職員編號Staff No. (若適用if applicable)

聲明人姓名Print Name of Declarant

聲明人簽名Signature of Declarant

日Date/月Month/年Year