**收據/發票聲明書**

**DECLARATION FOR EXPENSES RECEIPTS/INVOICES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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