

保管組 - 財產驗收流程表

Inventory Control Section--Property Receipt of Goods Procedures

一、 流程圖 Flow Chart :



二、 詳細說明 Explanation :

1. 各單位依據採購組所發回的驗收單，詳細核對驗收文件上的財產放置地點、數量、規格，是否正確。Please **carefully check** the inventory to ensure the place inventory will be located, quantity, and specifications are consistence with documentation.
2. 如有誤！請立即電話通知保管組；正確，負責保管點收人即可以在驗收單上簽名確認，並請單位主管一併簽名。If any mistakes are found, please contact the Inventory Control Section. If all items are correct, responsible individual and unit director should sign Receipt of Goods.