**請將要核銷的發票或收據填好表格(系網頁-表單下載-核銷)，交由實驗室負責人(如下表)，由負責人寄e-mail至承辦人-劉佩穎(lilly8023@webmail.nkmu.edu.tw)，有疑問請撥分機:3364**

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| **指導****老師** | **莊國強****老師** | **楊奇達****老師** | **葉旻彥****老師** | **張順雄****老師** | **楊誌欽****老師** | **趙世峰****老師** | **吳晉昌****老師** | **顏志峰****老師** |
| **負責人** | **張家豪** | **陳炫曄** | **徐國勝** | **李怡慧** | **石偉辰** | **林昆榮** | **林哲宇** | **徐俊發** |

**學生代墊:發票/收據 寫上學生學號及姓名並經指導老師簽名。**

**老師代墊:受款人代碼不需填寫。**

**匯廠商:受款人代碼請填上廠商統一發票專用章的統一編號。**

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| **品名** | **數量** | **金額** | **發票號碼/收據****(收據就直接打”收據”)** | **發票/收據日期****(ex:1040511)** | **受款人代碼** | **受款人** |
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**註: 受款人代碼 → 學生: 學號、 廠商: 統一編號、 老師: 不用填**