

Ref: S-009/F/SDS

**收據/發票遺失或欠缺聲明書**

**DECLARATION FOR EXPENSES WITHOUT RECEIPTS/INVOICES**

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| 本人 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_，由於以下原因未能提供收據/發票或有效的支出憑證，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  □ 本人未獲發以下購買貨品或服務的正式收據/發票  □ 本人只獲發以下購買貨品或服務的電子收據/發票  □ 其他(請註明): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  本人明白若聲明人對事實作出虛假之聲明，須承擔倘有的紀律及/或刑事責任。  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 accidentally destroyed the original receipt(s)/invoice(s) of the following purchase(s).  □ I have not received proper receipt(s)/invoice(s) for the following purchase(s).  □ Only electronic receipt(s)/invoice(s) was/were received for the following purchase(s).  □ Others (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I, the declarant, understand that if a false declaration is deliberately made, I have to bear the disciplinary and/or 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: | | | | | | |
| **參考文件編號**  **Ref. No** | **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** |
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| 聲明人姓名 Print Name of Declarant |  | 財務長姓名 Print Name of Treasurer of Student Organization |
|  |  |  |
| 聲明人簽名 Signature of Declarant |  | 財務長簽名 Signature of Treasurer of Student Organization |
|  |  |  |
| 日 Date /月 Month/ 年Year |  | 學生組織會章 Stamp of Student Organization |