附表2

工程/採購檔案稽核調查表

|  |  |  |  |
| --- | --- | --- | --- |
| 採購名稱 |  | | |
| 承辦單位 |  | 承辦人員 |  |
| 年度/分類號 |  | 保存年限 |  |
| 是否辦畢 | □是 □否 | 辦畢日期 |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 辦理過程產生之各類文件、資料及圖資附件 | | | | | | | | | | |
| 序號 | 文件名稱 | | | 是否歸檔 | | 未歸檔原因說明 | | | 備註 | |
| 1 |  | | | □是□否 | |  | | |  | |
| 2 |  | | | □是□否 | |  | | |  | |
| 3 |  | | | □是□否 | |  | | |  | |
| 4 |  | | | □是□否 | |  | | |  | |
| 5 |  | | | □是□否 | |  | | |  | |
| 6 |  | | | □是□否 | |  | | |  | |
| 7 |  | | | □是□否 | |  | | |  | |
| 8 |  | | | □是□否 | |  | | |  | |
| 9 |  | | | □是□否 | |  | | |  | |
| 10 |  | | | □是□否 | |  | | |  | |
| 11 |  | | | □是□否 | |  | | |  | |
| 12 |  | | | □是□否 | |  | | |  | |
| 13 |  | | | □是□否 | |  | | |  | |
| 14 |  | | | □是□否 | |  | | |  | |
| 15 |  | | | □是□否 | |  | | |  | |
| 承辦人員 | |  | 科長 | |  | | 單位主管 |  | |