Date: / /

To General Manager of Facilities Management Department

**Statement of Reasons for Exceptional Action**

|  |
| --- |
| Affiliation (Department or Major)/Name of the person responsible for use |
|  |
| 　 Name of the person bringing the item |

【Reason】Please check all that apply as follows,

|  |
| --- |
| * For emergency procurement of goods off-campus, such as on a business trip or at an off-campus research facility
 |
| * For the circumstances of my research I had to procure goods outside the reception hours of the Receiving and Inspection Center
 |
| * Others　(Please provide details.)
 |

\*Please be sure to take photographs of unused all items so that the model number and quantity can be seen, and bring the invoice and receipt.

\*Please check closing days of the Inspection Center by its opening Calendar.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Shop name | Item name | Number of items | Total price | Delivery Date |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

※Please fill in one line for each invoice or receipt.

※If there are multiple items per invoice, enter the name of the first item listed.

※If the delivery date and time are indicated on the delivery receipt,

you may omit the entry in the " Delivery date".

【事務連絡】（検収センター記入欄）

|  |
| --- |
|  |

Date: 25 / 4 /2023

To General Manager of Facilities Management Department

**Statement of Reasons for Exceptional Action**

|  |
| --- |
| Affiliation (Department or Major)/Name of the person responsible for use |
| Mechanical Engineering Taro Omori |
| 　 Name of the person bringing the item Hanako Minato |

Example

【Reason】Please check all that apply as follows,

|  |
| --- |
| * For emergency procurement of goods off-campus, such as on a business trip or at an off-campus research facility
 |
| ☑For the circumstances of my research I had to procure goods outside the reception hours of the Receiving and Inspection Center  |
| * Others　(Please provide details.)
 |

\*Please be sure to take photographs of unused all items so that the model number and quantity can be seen, and bring the invoice and receipt.

\*Please check closing days of the Inspection Center by its opening Calendar.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Store name | Item name | Number of items | Total price | Delivery Date |
| 1 | Viva Home | Lumber | 1 | ￥1,100 | - |
| 2 | Amazon Business | USB memory stick | 5 | ￥11,000 | 17：30　21/4/2023 |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

※Please fill in one line for each invoice or receipt.

※If there are multiple items per invoice, enter the name of the first item listed.

※If the delivery date and time are indicated on the delivery receipt,

you may omit the entry in the " Delivery date".

【事務連絡】（検収センター記入欄）

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