

DATE:                    /                    /

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**Report of Purchased Equipment**

Representative  
Family name  
First name  
Official position  
Name of organization

Signature:

Item: \_\_\_\_\_

\_\_\_\_\_

Price: \_\_\_\_\_ Quantity: \_\_\_\_\_

Total amount: \_\_\_\_\_ (Worth ¥ \_\_\_\_\_ )

Name of donated organization: \_\_\_\_\_

\_\_\_\_\_

Address of the donated organization: \_\_\_\_\_

\_\_\_\_\_

**NOTE:**

- If you delegate the accounting part to related organization, you do not need to submit this report.
- In case you purchase equipments, materials, etc. (more than ¥100,000 worth per unit), you should submit this report. A photograph of the item as evidence is also required.
- Please fill in the form above about the organization where you donated the equipment under the condition of *Article9* in the *Memorandum*. A photocopy of the documentation for donation must also attach to this report.