## 发 票 领 购 簿

**国家税务总局监制**

**使 用 说 明**

1.本“ 领购簿”为纳税人向税务机关办理领购发票手续的凭证。

2.核准使用发票情况、发票领购、缴销、挂失等记录均由税务机关填写。

3.纳税人发生变更税务登记机关、变更领购发票种类及注销税务登记的，应到税务机关办理发票领购簿的换发、注销手续。

4.纳税人发生停业、复业时，应到税务机关办理发票领购簿的封存、启用手续。

5.发票领购簿要妥善保管，不得转借、涂改。如有丢失，立即报告税务机关，申请挂失后补发。

6. 纳税人领购的发票，只准在税务机关核准的范围内使用，不得跨地区或跨行业使用、不得转

借、虚开发票；未经税务机关批准，不准拆本使用发票。

7.纳税人发生发票丢失、被盗的，应于丢失、被盗当日书面报告税务机关。

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 纳税人识别号： | | |  | |  |  |  |  |  |  |  |  | | |  |  | |  |  |  |  | |  |  |  |  | |
| 发票领购簿号码：  纳税人名称： 纳税人（签章）  法定代表人（负责人）：  发票管理人：  税务机关（签章）  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 核  准  使  用  发  票  情  况 | 发票  种类 | 发票  代码 | | 发票名称 | | | | | | | | | | 单位 | | | 限购数量 | | | | | | | | | | 备注 |
| 每次限购 / 每月限购 | | | | | | | | | |
| 数量 | | | | | 票面金额 | | | | |  |
|  |  | |  | | | | | | | | | |  | | |  | | | | |  | | | | |
|  |  | |  | | | | | | | | | |  | | |  | | | | |  | | | | |
|  |  | |  | | | | | | | | | |  | | |  | | | | |  | | | | |
|  |  | |  | | | | | | | | | |  | | |  | | | | |  | | | | |
|  |  | |  | | | | | | | | | |  | | |  | | | | |  | | | | |
|  |  | |  | | | | | | | | | |  | | |  | | | | |  | | | | |
|  |  | |  | | | | | | | | | |  | | |  | | | | |  | | | | |
|  |  | |  | | | | | | | | | |  | | |  | | | | |  | | | | |
| 购票方式：□ 批量供应 □ 验旧购新  □ 交旧购新 □ 其他 | | | | | | | | | | | | 须提供发票担保的，是否已经提供担保人或交纳保证金： □是 □否 | | | | | | | | | | | | | | |

**发票领购记录**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 年 | | 发票  代码 | 发票名称 | 单位 | 数量 | 字轨 | 起讫号码 | 售票人 | 购票人 |
| 月 | 日 |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **发票缴销、挂失记录** | | | | | | | | | | |
| 年 | | 发票  代码 | 发票名称 | 缴销 | 挂失 | 单位 | 数 量 | 字轨 | 起讫号码 | 经办人 |
| 月 | 日 |
|  |  |  |  |  |  |  |  |  |  |  |
| **发票违章记录** | | | | | | | | | | |
|  | | | | | | | | | | |

**使用说明**

1.本领购簿依据《发票管理办法》设置。

2.适用范围：纳税人领购发票时使用。

3.单位：本、份或元。

4.本领购簿为195mm×330mm竖式。