附件3 采购申请表

年 月 日

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 名称 | | 单价 | 数量 | | 用途 | | 备注 |
| 1 |  | |  |  | |  | |  |
| 2 |  | |  |  | |  | |  |
| 3 |  | |  |  | |  | |  |
| 4 |  | |  |  | |  | |  |
| 5 |  | |  |  | |  | |  |
|  |  | |  |  | |  | |  |
| 估算金额 | | |  | | | | | |
| 申请部门 | | |  | | 经办人 | |  | |
| 部门负责人意见 | |  | | | | | | |
| 审核部门意见 | |  | | | | | | |
| 分管领导意见 | |  | | | | | | |
| 分管财务领导意见 | |  | | | | | | |

备注：采购办公设备和办公家具需相关部门审核。采购办公设备（空调除外），审核部门为财务处；采购办公家具及空调，审核部门为后勤处；其他零星采购“审核部门意见”栏不填写。