**弘光科技大學 採購 申請單**

採字

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| 申請單位 | |  | | | | | | | | | | | 申請日期 | | | | | | 年 月 日 | | | | |
| 預算來源 | | □教育部補助款（名稱：　　　　　　　　　　　　　　　）  □國科會 □學校經費 □其他 | | | | | | | | | | | | | | | | | | | | | |
| 預算編號 | |  | | 會計科目 | | | | | |  | | | | | | 申請金額 | | | |  | | | |
| 主旨說明 | |  | | | | | | | | | | | | | | | | | | | | | |
| 品 名 | 規 格 | | | | 請購數量 | | 單位 | | 預估單價 | | | 預估總價 | | | 訂購數量 | | | 議價單價 | | | 議價總價 | | 供應廠商 | |
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| 用 途 說 明 | | | | | | | | | | | 會 簽 欄  第一聯：請購單位存 | | | | | | | | | | | | |
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| 申請人 | | | 單位主管 | | | | | 會計室 | | | | | | 總務處 | | | | | | | | 副校長 | |
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| 月 日 | |
| 校 長 | |
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| 月 日 | | | 月 日 | | | | | 月 日 | | | | | | 月 日 | | | | | | | | 月 日 | |
| 申請人分機： | | | | | | 議價日期： 年 月 日 | | | | | | | | | | | 訂貨日期： 年 月 日 | | | | | | |

備註：學校經費總價未達新臺幣伍萬元及計畫經費未達新臺幣壹拾伍萬元之採購案，請申請單位務必填寫「議價日期」及「訂貨日期」。

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| 申請人 | | | 單位主管 | | | | | 會計室 | | | | | | 總務處 | | | | | | | | 副校長 | |
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