**辽宁中医药大学杏林学院采购申请单**

申请单位（部门）： 年 月 日

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| --- | --- | --- | --- | --- | --- | --- |
| 序号 | 设备名称 | 品牌 | 规格、型号 | 数量 | 预估单价 | 预估总价 |
| 1 |  |  |  |  |  |  |
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| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 合计： | | | | | | |
| 采购申请原因及现有设备的配备与使用情况（可加附件，如由申请单位自有经费支出请注明） | | | | | | |
| 申请人 | | 部门负责人意见 | | 部门主管领导意见 | | |
|  | |  | |  | | |
| 资产主管领导意见 | | 财务主管领导意见 | | 院长意见 | | |
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**注：**①如实填写申请原因及现有设备配备使用情况，禁止填写“工作需要”等模糊语言。

②品牌栏需建议三个及以上品牌；预估单价可写预估区间价格，需要有依据。

③申请部门全部签完字后此表交至资产处。

④本表填写不下时,可另加附页，此表格式不变。

**采购申请单（附页）**

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| --- | --- | --- | --- | --- | --- | --- |
| 序号 | 设备名称 | 品牌 | 规格型号 | 数量 | 预估单价 | 预估总价 |
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| 合计： | | | | | | |