货物及服务采购申请单

Procurement Request Form of Goods and Services

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| --- | --- | --- | --- |
| 申请部门Department  |  | 申请日期Date  |  |
| 部门编号Department No.  |  | 总预算Total budget |  |
| 申请人Applicant  |  |
| 政府采购品目Government procurement items（参考附件2）(refer to attachment 2) |  |
| 采购原因说明Procurement reasons |  |
| 平台/项目意见Platform/project advice | 意见：advice平台/项目负责人： 年 月 日Platform/project Instructor: Date(dd,mm,yy): |
| 经办小组意见Finance team advice | 签字： 年 月 日Sign： Date(dd,mm,yy): |
| 采购领导小组Procurement leader group | 该申请核定为\_\_\_\_\_\_\_\_\_\_\_\_\_\_方式进行采购。The application is approved to be purchased in a way of \_\_\_\_\_\_\_\_.  负责人： 年 月 日Person in charge: Date(dd,mm,yy): |

货物及服务采购计划

Plan for Goods and Services Procurement

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 序号No. | 物资名称Name of goods or services | 政府采购品目名称Name of Government procurement items | 政府采购品目编号Government procurement items No. | 数量amount | 预算单价Estimated unit price | 合计Total  | 备注Remarks  |
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