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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