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| **工程採發申請單** | | | | | | | | | |
| **填寫日期\*：** | | | | | | | | | |
| **工程名稱\*** | |  | | | **工程編號\*** | |  | | |
| **採發項目\*** | |  | | | **採購單號\*** | |  | | |
| **申請原因\*** | |  | | | **採發期限\*** | |  | | |
| **施工起訖\*** | |  | | | **每日出工\*** | | 至少 人 | | |
| **採發速別\*** | | □常態 □急件 □特急 | | | | | | | |
| **項次** | **項目**  **編號** | **規格** | **費用** | **工料項目名稱** | **單位** | **預算**  **數量** | **本次**  **申請** | **累計**  **申請** | **合約**  **數量** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| **合計** | | |  |  |  |  |  |  |  |
| **備註** |  | | | | | | | | |

【備註事項】

1. 此單紅色星號為必填欄位，請務必照實填寫。
2. 請定期填寫此表單監督工程，以維護工程品質。

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| 工地主管： | 部門主管： | 申請人： |