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| **設備請購單** | | | | | | |
| **申請日期\*：** | | | | | | |
| **申請人\*** | |  | | **請購日期\*** |  | |
| **請購編號\*** | |  | | **請購部門\*** |  | |
| **公司名稱\*** | |  | | **廠商編號** |  | |
| **項次** | **物料編號** | | **品名** | **請購數量** | **單價** | **請購金額** |
| 1 |  | |  |  |  |  |
| 2 |  | |  |  |  |  |
| 3 |  | |  |  |  |  |
| 4 |  | |  |  |  |  |
| 5 |  | |  |  |  |  |
| 6 |  | |  |  |  |  |
| 7 |  | |  |  |  |  |
| 8 |  | |  |  |  |  |
| **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. 請將發票單據於附件繳回財務部。

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| 財務部： | 部門主管： | 申請人： |