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| **廠商請款單** | | | | | | | | | | | | |
| **申請日期\*：** | | | | | | | | | | | | |
| **申請人\*** |  | | | | | **申請部門\*** | | | |  | | |
| **請款廠商\*** |  | | | | | **付款方式\*** | | | |  | | |
| **請款目的\*** |  | | | | | | | | | | | |
| **付款科目/明細** | **數量/價格** | **金額** | | **稅額** | | **發票總金額** | | **應付日期** | | | **手續費** | **發票單據電子檔** |
|  |  |  | |  | |  | |  | | |  |  |
| **合計** | | |  | |  | |  | |  | | | |