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| **請購申請單** | | | | | | | |
| **申請日期\*：** | | | | | | | |
| **申請人\*** | |  | | **申請部門\*** | |  | |
| **請購日期\*** | |  | | **需求日期\*** | |  | |
| **請購事由\*** | |  | | | | | |
| **項次** | **品名\*** | | **用途\*** | **數量\*** | **單位\*** | **單價\*** | **小計** |
|  |  | |  |  |  |  |  |
| 合計 | | | | | | |  |
| 備註 |  | | | | | | |