|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **採購單** | | | | | | |
| **申請日期\*：** | | | | | | |
| **採購人員\*** | |  | **採購部門\*** | |  | |
| **請購單號\*** | |  | **採購單號\*** | |  | |
| **供應商名稱\*** | |  | **統一編號\*** | |  | |
| **供應商聯絡人\*** | |  | **供應商電話\*** | |  | |
| **供應商地址\*** | |  | | | | |
| **付款方式\*** | |  | **報價單/合約附件\*** | |  | |
| **預計交貨日\*** | |  | **預計付款日\*** | |  | |
| **項次** | **品名\*** | | **數量\*** | **單位\*** | **單價\*** | **小計** |
|  |  | |  |  |  |  |
| 採購合計 | | | | | |  |
| 備註 |  | | | | | |