|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **採購單** | | | | | | | | | |
| **申請日期\*：** | | | | | | | | | |
| **申請單位\*** | |  | | | **申請人\*** | |  | | |
| **採購類型\*** | |  | | | **採購方式\*** | |  | | |
| **採購目的\*** | |  | | | **指定付款日\*** | |  | | |
| **備註** | |  | | | | | | | |
| **NO.** | **品名** | | | **數量** | **單價** | **金額** | | | **備註** |
|  |  | | |  |  |  | | |  |
| **合計** | | | | | |  | | |  |
| **稅金** | | | | | |  | | |  |
| **總金額** | | | | | |  | | |  |
| **詢比過程** | | | | | | | | | |
|  | | | **建議廠商(必填)** | | **廠商1** | | | **廠商2** | |
| **廠商名稱** | | |  | |  | | |  | |
| **報價/合約資料** | | |  | |  | | |  | |
| **備註** | | |  | |  | | |  | |
| **建議廠商選擇說明：** | | | | | | | | | |