**國家政策與公共事務研究所**

**採購申請單**

流水號：

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| **申請年級** |  | | | | **申請人** |  | | | **申請日期** | |  | |
| **設備名稱** | | **數量** | **用途及規格描述** | | | | **報 價** | | | | | **定案** |
| **廠商名稱** | | **價格** | **備註** | |
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| **建議** | |  | | | | | | | | | | |
| **費用歸屬** | |  | | | | **總 計** | |  | | | | |
| **申請人** | | | | **承辦人** | | | | **所長** | | | | |
| **日期：** | | | | **日期：** | | | | **日期：** | | | | |
| **驗收** | | 申請人：　　　　　　　　　承辦人：  日　期：　　　　　　　　　日　期： | | | | | | | | | | |

備註：1.申請之物品請務必填寫用途說明。

2.本申請單僅提供以年級或研究室為單位申請，請勿以個人名義申請。