采购申请单

编号： 申请部门： 年 月 日

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 物品名称 | 规格型号 | 数量 | 估计价格 | 用途 | 需用日期 | 备注 |
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申请人： 申请部门经理： 批准人：

注：本单一式三联，第一联申请部门留存，第二联交采购部，第三联交仓库。备注栏须注明预算内、外。

采购台帐

物资类别： 材料名称： 填表人：

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| --- | --- | --- | --- | --- | --- | --- |
| 日期 | 供应商 | 数量 | 单价 | 金额 | 发票号 | 质量状况 |
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订货单

年 月 日

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 供应商编号 |  | | 供应商名称 |  | | 传真\电话 | |  |
| 物品名称 | | 规格 | 数量 | 包装要求 | 质量标准 | | 要求到货日期 | |
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| 采购员： | | | 传真/电话： | | 采购部（盖章） | | | |

注：一式两联，一联采购部留存，一联交仓库。

退货单

供应商： 年 月 日

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| 物品名称 | 物品号 | 数量 | 进货日期 | 退货原因 | 备注 |
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采购员： 采购部经理：

注：本单一式两联，第一联采购部留存，第二联交供应商。

寻价单

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 采购申请单号 | |  | | 寻价单号 |  | | 申请采购商品的序号 | | |  |
| 供应厂商 | | | | 电话 | 厂商报价（单价）（元） | | | | | |
|  | | | |  | 出厂价 | 批发价 | | 零售价 | 备注 | |
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|  | | | | 平均价 |  |  | |  |  | |
| 采购员 |  | | 采购员员工号 | |  | | 寻价日期 | | 年 月 日 | |

坚持采购申请单

年 月 日

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申请部门 | |  | | 申请人 |  | | 采购申请单号 | |  |
| 坚持采购申请事由： | | | | | | | | | |
| 批准人 | 部门经理 | |  | | | 系统总监 | |  | |
| 财务总监 | |  | | | 总经理 | |  | |

替代品采购审批表

|  |  |  |  |
| --- | --- | --- | --- |
| 物资名称 |  | 物资类别 |  |
| 替代品 |  | | |
| 原物品 |  | | |
| 原因：  提出人/日期： | | | |
| 技术部意见：  经理/日期： | | | |
| 质量管理部意见：  经理/日期： | | | |
| 批准人意见：  批准人/日期： | | | |

注：本表一式三联，一联采购部留存，其余分报技术部、质量管理部。

采购计划

编号： 年 月 日

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 物资名称 | 物资类别 | 规格型号 | 质量标准或质量要求 | 计划单价 | 单位 | 数量 | 金额 | 供应商名称 | 备注 |
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制订人： 审核人： 批准人：

注：本计划采购部留存一份，报库管部、会计部、财务总监各一份