年度 半年行政设备购置申报表

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申购部门 | |  | | | 联系人及电话 | | |  | | |
| 预算总额 | |  | | | | | | | | |
| 申购清单（可另附页） | | | | | | | | | | |
| 序号 | 品名 | | 规格、型号 | 设备参数 | | 数量 | 单价(元) | | 金额(元) | 用途 |
| 1 |  | |  |  | |  |  | |  |  |
| 2 |  | |  |  | |  |  | |  |  |
| 3 |  | |  |  | |  |  | |  |  |
| 4 |  | |  |  | |  |  | |  |  |
| 5 |  | |  |  | |  |  | |  |  |
| 6 |  | |  |  | |  |  | |  |  |
| 现有物资情况、申购理由及用途： | | | | | | | | | | |
| 申购部门意见：  （公 章）  资产管理员： 部门负责人： 年 月 日 | | | | | | | | | | |