固定资产采购申请单

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 采购物品名称 | 规格 | 型号 | 单价 | 数量 | 申请日期 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 采购原因及用途： | | | | | |
| 采购人 |  | | 部门负责人 |  | |
| 备注： | | | | | |