**採購資料傳送單**

**Procurement Requisition Form**

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| 請購單編號 Procurement Serial No. | | | | | | | | |
| Y |  |  |  |  |  |  |  |  |

□急件Urgent □一般 Regular

|  |  |
| --- | --- |
| 請購單位Procurement Unit： 申請日期Date： 年(y) 月(m) 日(d) | |
| 單位主管Unit Head： 〈簽名或蓋章處請押日期Signature or Seal, please date〉 | |
| 申請人Applicant： 〈簽名或蓋章處請押日期Signature or Seal, please date〉 | |
| 聯絡人Contact Person： 電話Phone No.： | |
| 計畫編號Project No.： | |
| 計畫名稱Project Name： | |
| 物品名稱Item Name： | |
| 規格Specifications： | |
| 數量Quantity： | |
| 廠商Supplier： | 預估金額Estimated Amount： |
| 廠商Supplier： | 預估金額Estimated Amount： |
| 廠商Supplier： | 預估金額Estimated Amount： |
| 成交廠商Supplier Awarded： | 成交價格Transaction Price： (含稅Including Tax) |
| 備註Remarks： □共同供應契約Inter-entity Supply Contract  □獨家證明Exclusive Certification  □單位簽呈Petition Submission by Procurement Unit  □比照共同供應契約價格Same as Inter-entity Supply Contract  □聯盟優惠價Alliance Preferential Price  □請購單位已完成議價Negotiations Completed by Procurement Unit  □綠色採購Green Procurement  □其他Other： | |

※本申請單適用於金額在新台幣壹拾伍萬元以上未達參拾萬元。This application is applicable for amounts exceeding NTD$150,000 but not reaching NTD$300,000.

※設備類案件，請先送總務處財務管理組審核。For equipment-related cases, please submit to the Finance and Property Management Section of Office of General Affairs~~.~~

※請自行填寫「廠商」及「預估金額」資訊。Please Fill in the “Supplier” and“ Estimated Amount”.

|  |  |  |  |
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| 財管組承辦人Finance and Property Mgmt. Section Clerk： |  | 採購承辦人Procurement Clerk： |  |
| 事務組組長Section Chief of Business Management Section： |  | 副總務長Associate Dean of General Affairs： |  |
| 總務長Dean of General Affairs： |  |  |  |