銘傳大學請購(修)單

MCU Purchase (Repair) Request Form

Date:\_\_\_\_\_年(y) \_\_\_\_\_月(m) \_\_\_\_\_日(d)

請購單位及分機

Requesting Unit Name and Extension No.:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 請購人 Requestor | | |  | 單位主管  Unit Director | 營繕組  Construction and Building Section | 採購組Purchasing Section | 副總務長 General Affairs Asst. Dean | 總務長General Affairs Dean | | 校長批示 President |
| 請購人編號 Requestor’s Employee ID No. | | |  |  |  |  |  |  | |  |
| 請購單位編號Requestor’s Unit No. | | |  |
| 經費來源  Funding Source | | | 教育部  113  高教深耕 |
| 購置影響安全衛生相關設備器具或物品需會簽環安中心  Counter-signing by Environment Safety and Health Center is required when purchasing equipment, facility or article that might affect safety or hygiene | | | □是Yes  □否No | 環安中心簽章  Environment Safety and Health enter | 承辦人  Clerk | 組長  Section Chief | 環安中心主任  Center Director | | |
|  |  |  | | |
| 計畫辦公室 | | | 計畫名稱(編號): | | | | 補助款□ | | 配合款□ | |
| 經常門□ | | 資本門□ | |
| 計畫助理 | |  | | 單位主管 |  | | 一級主管 | |  | |
|  | 財物編號  Inventory No. | | 預算頁碼/項  Budget No./Item | 品名 Item Name | 規格 Specs | 數量 Quantity | 需要日期 Date Needed | 送達地點 Deliver to | | 用途說明/備註 Use/Notes |
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