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111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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