# 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 | 保管組 Equipment 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 | | | | | | | |

| | 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 |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |