附件：

**继续教育学院物资采购审批单**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申请人 |  | | | 时间 | 年月日 | | | 第一联：综合办公室存根 |
| 拟购用品 | 序 | 品名 | 单位 | 规格 | 数量 | 拟单价 | 使用人 |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 用途 |  | | | | | | |
| 科室负责人意见 | |  | 综合办公室意见 | | |  | |
| 分管院领导意见 | |  | 院长审批 | | |  | |

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**继续教育学院物资采购审批单**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申请人 |  | | | 时间 | 年月日 | | | 第二联：申请人存根 |
| 拟购用品 | 序 | 品名 | 单位 | 规格 | 数量 | 拟单价 | 使用人 |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 用途 |  | | | | | | |
| 科室负责人意见 | |  | 综合办公室意见 | | |  | |
| 分管院领导意见 | |  | 院长审批 | | |  | |