|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 采购需求类别 | | * 样品需求 | * 生产物料 | 需求说明 |  | | |
| * 服务提供 | * 其 他 |
| 序号 | 物料名称 | 物料编号 | 规格型号 | 需求数量 | 单位 | 需求日期 | 其他要求 |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |
| 申请部门主管审核： 批准： | | | | | | | |
| 采购部确认 | | □ 可满足需求； | | | | | |
| □ 无法满足需求；原因： | | | | | |
| 建议： | | | | | |
| 采购员： 采购部主管： | | | | | |