

采购申请单  
Purchase Requisition

No. \_\_\_\_\_

申请部门  
User Department

申请日期  
Requisition Date

申请人  
Requested By

☐ 资产开支Capital Expenditure

☐ 广告促销Advertising & Promotion

☐ 餐饮库存F&B Inventory

☐ 总仓库库存General Store Inventory

☐ 营业用品库存Operating Supplies Inventory

☐ 营业设备Operating Equipment

☐ 维修保养Repair & Maintenance

☐ 工程库存Eng. Inventory

☐ 其它Others

采购单日期  
PR Date

采购部编号  
Internal Ref.

采购部填用Purchasing Use Only



编号 Item No.	现存货量 Stock on Hand	物品摘要 Description				规格 Size	要求数量 Quantity Required	选用供应商 Selected Supplier	选取单价 Selected Unit Price	合计金额 Amount	收货单号 REC No.	
1												
2												
3												
4												
5												
6												
采购原因Reason for Requisition						采购条款Purchase Terms:					总计 Total Amount	
需到货日期Date Required:												
编号Item No.	上次订单Last Order Details					供应商报价Supplier's Quotation						
	日期 Date	单号 PR No.	数量 Quantity	供应商 Supplier	单价 Unit Price	供应商 Supplier	单价 Unit Price	供应商 Supplier	单价 Unit Price	供应商 Supplier	单价 Unit Price	
1												
2												
3												
4												
5												
6												

使用部门确认  
User Department Confirmation

部门主管Department Head

核单人  
Processed By

采购经理Purchasing Manager

审批人  
Approved By

财务总监Director of Finance

审批人  
Approved By

总经理General Manager