

华文细黑 9 pt
Arial 9 pt
华文细黑 8 pt
Arial 8 pt
30mm

汉仪大宋简 16 pt
Bodoni MT 16 pt

Arial 16 pt

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
- 其他 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											
上次订单 Last Order Details				供应商报价单 Supplier's Quotation							
编号 Item No.	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

核准人
Processed By _____

部门主管 Department Head

采购部经理 Purchasing Manager _____

审批人
Approved By _____

审批人
Approved By _____

财务总监 Director of Finance

总经理 General Manager

第一联(白): 采购部
First Copy(White): Purchasing

第二联(红): 财务部
Second Copy(Pink): Finance

第三联(黄): 收货部
Third Copy(Yellow): Receiving

第四联(蓝): 使用部门
Fourth Copy(Blue): User Department

华文细黑 7 pt
Arial 7 pt

Material
Carbolic Carbon Paper

Font
Arial & Bell MT

Color
PANTONE 187C

Size
210 * 297 mm

All dimensions in millimeters. Not to scale.

InnArchive Hotel Stationery & General Amenities Guidelines

6.19