附件：

**继续教育学院物资采购审批单**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申报科室 |  | | | 时间 | 年 月 日 | | | 第一联：综合办公室存根 |
| 拟购用品 | 序号 | 品名 | 单位 | 规格 | 数量 | 拟单价 | 申报人 |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 用途 |  | | | | | | |
| 申报科室负责人意见 |  | | 综合办公室意见 | | |  | |
| 分管院领导意见 |  | | 院长审批意见 | | |  | |

**继续教育学院物资采购审批单**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申报科室 |  | | | 时间 | 年 月 日 | | | 第二联：结算办存根 |
| 拟购用品 | 序号 | 品名 | 单位 | 规格 | 数量 | 拟单价 | 申报人 |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 用途 |  | | | | | | |
| 申报科室负责人意见 |  | | 综合办公室意见 | | |  | |
| 分管院领导意见 |  | | 院长审批意见 | | |  | |