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| **湖南开放大学** | **设备购置申请表** |
| **湖南网络工程职业学院** |

**采购单号：**

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| **☆申请部门** |  | **☆申请时间** |  | | | | | |
| **☆设备使用人** |  | | **☆联系电话** | | | |  | |
| **☆采购设备内容** | | | | | | | | |
| **设备名称** | **购置设备理由和规格、型号**  **及主要技术指标** | | | **预算**  **数量** | | **预算**  **单价** | | **小计** |
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| **合计** |  | | | | | | | |
| **☆申请购置设备部门意见** |  | **☆设备经费来源** | | |  | | | |
| **财务部门意见** |  | | | | | | | |
| **主管申购设备部门**  **校领导意见** |  | | | | | | | |
| **资产管理处**  **意见** |  | | | | | | | |
| **主管资产管理**  **校领导意见** |  | | | | | | | |
| **校长意见** |  | | | | | | | |

**注：有“☆”的为申报部门必填内容。**