采 购 清 单

单位/部门： 日 期： 年 月 日

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 商品名称 | 规格/型号 | 单位 | 数量 | 单价 | 小计 | 备注 |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
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| 18 |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |
| 金额合计 | | | | | |  | | |

负责人： 财务部： 领导签字：