**采 购 项 目 备 案 表**

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| 申购部门： |  | |  | |  | | | 备案日期： 年 月 日 | | | | | | | | |
| 经办人 |  | | 联系  电话 | |  | | | | 部门负责人 | | | |  | | | |
| 项目名称 |  | | | | | | | | | | | | | | | |
| 采购形式 | □集中采购 □分散采购 | | | | 采购方式 | | | □询价 □竞争性谈判□竞争性磋商□单一来源 | | | | | | | | |
| 部门领导 |  | | | | 经费支出单位 | | |  | | | | | | | | |
| 供应商名称 | | | | 物品名称 | | | | 报价金额（元） | | | 数量 | | | 联系电话 | | |
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| 采购过程  记录 | |  | | | | | | | | | | | | | | |
| 采购结果 | | 供应商名称 | | | | 物品名称 | | | | | | 成交单价（元） | | | 数量 | 小计 |
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| 监控人员  （签名） | |  | | | | | 采购小组成员  （签名） | | |  | | | | | | |
| 部门负责人 （签名） | |  | | | | | | | | | | | | | | |

注：集中采购项目备案表，原件由采购部门留档；分散采购项目如需本备案表 ，由使用部门留档。