**義守大學**

**請購(請款)補充說明處理單**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **案號** | |  | **案 名** | |  | | | | | **請購(請款)**  **日　　　期** | | 年　月　日 |
| **請購(請款)人** | |  | **請購(請款)**  **單　 　位** | |  | | | | | | | |
| **總務處** | **簽 辦**  **意 見** |  | | | | | | | | | | |
| **承辦人**  **簽 章** |  | | | | | **單位主管**  **簽 章** |  | | | | |
| **請**  **購**  **）**  **請**  **款**  **（**  **單**  **位** | **補充**  **說明** | (可另以附件補充說明) | | | | | | | | | | |
| **請購(請款)人簽 章** |  | | **單位主管**  **簽 章** | |  | | | **一級主管**  **簽 章** | |  | |
| **會計處**  **簽 章** | |  | | **副 校 長** | |  | | | **校 長** | |  | |