**物品購入　稟議書**

**令和　　年　　月　　日**

|  |  |  |  |
| --- | --- | --- | --- |
| **氏名** |  | **所属** |  |

|  |  |
| --- | --- |
| **件名** |  |

|  |  |
| --- | --- |
| **物品の概要** | |
| **購入希望製品** |  |
| **希望個数** |  |
| **価格（税込総額）** |  |

|  |  |
| --- | --- |
| **購入理由・目的** |  |
| **添付資料** |  |
| **購入予定日** | **年　　月　　日** |