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|  | | | | **ICMS Laboratory Purchase Request Application** | | | | | | | | | | | | |
| **（申請人請先參閱備註之重要事項，填寫表格後交到實驗室技術員處。）** | | | | | | | | | | | | |
| **Requester Information** | | | | | | | | | | | | | | | | | |
| Name | |  | | | Student No. | | | |  | | | | Office | |  | | |
| E-mail | |  | | | Tel./Ext. | | | |  | | | | Date | |  | | |
| P.I. | |  | | | Fund Source | | | | 🞏 FDCT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏 RC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏 Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **Purchase Items**  ***If space provided is not enough, use an additional form. 若此表位置不足，可使用附件表格續寫。*** | | | | | | | | | | | | | | | | |
| Chemicals | Item | | Product Name  (Specification & Grade) | Brand &  Cat. No. | | Packing | | | | Qty | | Unit | | Price | | Storage Location |
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| 🞏 | 3 | |  |  | |  | | | |  | |  | |  | |  |
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| Total Amount | | | | | | | | | | | | | |  | |  |
| **Justification** | | | | | | | | | | | | | | | | |
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| **Supplier & Delivery Information** | | | | | | | | | | | | | | | | |
| Supplier Name | |  | | | | | Tel.: | | | |  | | | | | |
| Estimated Delivery Date | |  | | | | | Deliver to  *(Name & Location)* | | | |  | | | | | |
| **Signature** | | | | | | | | | | | | | | | | |
| ***Prepared by: Requester*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name:Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | ***Checked by: PI*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name:Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| ***Checked by: ICMS Management Committee*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name:Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | ***Approved by Directorship*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name:Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **Comment** | | | | | | | | | | | | | | | | |
| ***HSEO Comment*** | | | | | | | | ***Follow up by Lab Technician*** | | | | | | | | |
| **Purchase Items** | | | | | | | | | | | | | | | | |
| Chemicals | Item | | Product Name  (Specification & Grade) | Brand &  Cat. No. | | Packing | | | | Qty | | Unit | | Price | | Storage Location |
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| Total Amount | | | | | | | | | | | | | |  | |  |

備註Note:

1. 所有自購的實驗室用品，包括耗材、化學試劑、儀器等必須填寫此申請表，由申請人及PI簽署後交到技術員辦公室登記；
2. 所購之貨品資料，包括品牌、型號、級數（化學試劑適用）、包裝單位、申購數量、金額及儲存位置（化學試劑需注明房間編號及試劑櫃編號，如N22-6026 11-chem-01）必須填寫；
3. 如所購物品屬於高危化學品，必須經過學校安全部批准，送貨時必須向供應商注明送到N22-G014室作登記；
4. 如屬自購貨品(少於MOP15,000)，請一併提供單據副本及編號以作記錄；
5. 若頁一的表格位置不足，請填表頁二的附件表格續寫。

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| **Purchase Items** | | | | | | | | |
| Chemicals | Item | Product Name  (Specification & Grade) | Brand &  Cat. No. | Packing | Qty | Unit | Price | Storage Location |
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備註Note:

1. 所有自購的實驗室用品，包括耗材、化學試劑、儀器等必須填寫此申請表，由申請人及PI簽署後交到技術員辦公室登記；
2. 所購之貨品資料，包括品牌、型號、級數（化學試劑適用）、包裝單位、申購數量、金額及儲存位置（化學試劑需注明房間編號及試劑櫃編號，如N22-6026 11-chem-01）必須填寫；
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5. 若頁一的表格位置不足，請填表頁二的附件表格續寫。