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| **总务处小额物资采购市场询价采购确认表** | | | | | | | |
| 供货商 | 物资名称及规格型号 | 生产厂家 | 数量 | 单价 | 合价 | 询价方式 | 评价意见 |
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| 结论 | | 年 月 日 | | | | | |
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| 采购小组人员签字 | | 年 月 日 | | | | | |