**采购纪要**

一、时间地点

二、采购设备（家具、软件）名称

三、采购理由

四、调研情况及谈判过程（三家以上供货商）

[采购纪要](http://wzc.njtech.edu.cn/new/myEditor/attached/file/20160902/20160902163323962396.doc)

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| **供货商** | **生产厂家** | **型号** | **报价** | **二次报价** | **最终成交价** | **备注** |
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五、谈判结果及说明

六、参加人员签字（三位以上老师）

                                                                           单位负责人（单位公章）