（附件8）

**书面询价登记表**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 询价项目 |  | | | | | | | |
| 询价日期 |  | | | | | | | |
| 询  价  记  录 | 供应商名称（最少3家） | | | | | 联系电话 | | 报 价  （元） |
|  | | | | |  | |  |
|  | | | | |  | |  |
|  | | | | |  | |  |
|  | | | | |  | |  |
| 供应商 |  | | | | | | | |
| 成交价格 |  | | 大写 |  | | | | |
| 询价人员 | |  | | | 监督人员 | |  | |
| 招采办  意见 |  | | | | | | | |
| 院领导  审批 |  | | | | | | | |
| 备注 |  | | | | | | | |

**注：此表应有询价通知书或供应商自行制作的报价表作为附件。附件作为纪委、院领导审核依据，不作为财务报销凭证，由招采办按项目归档保存。**