**湖南交通工程学院实验室年度常用耗材报批表**

二级学院部（盖章）: 年月日

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| 实验室名称 | |  | | | | | | | | 实验室地点 | | | |  | |
| 承担的课程  实验（实训）  及专业 | |  | | | | | | | | | | | | | |
| 实验员 | |  | | | | 联系电话 | | | |  | | | | | |
| 实验室主任 | |  | | | | 联系电话 | | | |  | | | | | |
| 序号 | 耗材名称 | | | | 型号规格 | | 单位 | 数量 | | | 参考  单价 | 参考  金额 | 推荐品牌 | | 用途 |
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| 合计金额 | | | （元） | | | | | | | | | | | | |
| 建议最佳  采购渠道 | | | 供应商： 电话：  网 站： | | | | | | | | | | | | |
| 实验室主任核实（签字） | | | |  | | | | | 校领导意见 | | | | | | |
| 学院（部）负责人（签字） | | | |  | | | | |
| 主管部门意见 | | | |  | | | | |

说明：

1.本表由实验员根据本年度教学情况真实填写，耗材满足年度教学开展即可，由实验室主任核实，二级学院（部）负责人签字。**一式三份**，分别由各学院、教务处、设备处备案；

2.本表只填常用性必备耗材，工具、仪器仪表等不在此列。