**采购表**

**责任人:**  **审批人：**  **时间: 月 号**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 肉类采购 | | | | | |
| 名称 | 规格 | 单价 | 数量 | 总价 | 合计 |
| 猪头 | 斤 |  | 50.4 |  |  |
| 猪肝 | 斤 |  | 10.1 |  |
| 腊肉 | 斤 |  | 18.1 |  |
| 牛肉 | 斤 |  | 88.7 |  |
| 鲍鱼 | 件 |  | 2 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 蔬果采购 | | | | | |
| 名称 | 规格 | 单价 | 数量 | 总价 | 合计 |
| 西瓜 | 斤 |  | 41.6 |  |  |
| 绿豆芽 | 斤 |  | 11.5 |  |
| 韭菜 | 斤 |  | 4.6 |  |
| 黄瓜 | 斤 |  | 23.1 |  |
| 山药 | 斤 |  | 130 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 调料采购 | | | | | |
| 名称 | 规格 | 单价 | 数量 | 总价 | 合计 |
| 千页豆腐 | 箱 |  | 2 |  |  |
| 窝窝头 | 箱 |  | 3 |  |
| 荷叶饼 | 箱 |  | 3 |  |
| 馒头 | 个 |  | 1300 |  |

**总金额:**