

Staff Purchase Requisition Form 订购申请表

Staff Name
员工姓名: 系统管理员
Location
所在店铺/办公室

Employee ID No.
员工号码: 66
Purchase Location
购买地点: 店面

Item 项目号	SKU # 货号	Description 产品描述	Qty On Hand 店铺现有库存	Qty Req 购买数量	Unit RSP 零售价 (每件)	Self / Gift Purchase 自用 / 送礼	Qty Approved 批准数量	Discount Approved 批准折扣	Total Price after Discount 折后价
1	15257172	SS STAR TAG KR		1	970	送礼	1	90	873

For gift purchases of items with unit RSP exceeding RMB 2,000, please complete the following :
如果产品作为赠礼且零售价超过2,000人民币，请填写以下信息

Total RMB: 873
总价
Sales Date
销售日期:
Trans. No.
交易号:

Item 项目号	Name of Recipient 礼品接收者	Relationship 关系	Reason for Gift 送礼的原因
1	1	2	3

I understand that staff purchases are strictly for my personal use or as my gift to others and that I may not make purchases on behalf of any other individuals.
Abuse of this privilege may result in disciplinary action up to and including termination and / or suspension of discount privileges.
我了解员工购买只能严格适用于我个人购买或者赠礼，并且我不会替其他人购买。任何的违反都将可导致渐进式违纪处罚，甚至解雇和/或中止享受折扣权利。

Signature of purchaser
购买人: _____ Date _____
Reviewed by(Department Head/Store Head): _____ Date _____
审核人(部门/店铺负责人): _____ Date _____
Qty & RSP verified by _____ Date _____
数量及价格核对: _____ Date _____
Approved by: _____ Date _____
批准人: _____ Date _____