Руководителю контрактной службы

Ф.И.О. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

начальника \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(наименование структурного подразделения)*

Ф.И.О. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Заявка

на осуществление закупки (приобретение товаров, работ, услуг)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ просит Вас

*(наименование структурного подразделения)*

произвести закупку следующего товара (работы, услуги):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| №  п/п | Объект закупки  (наименование товаров, работ, услуг) | Кол-во | Ед. изм. | Ориентировочная  цена за ед. изм., руб. | Ориентировочная стоимость закупки, руб. |
|  |  |  |  |  |  |

Потребность в закупке обусловлена:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Описание объекта закупки:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Требования к гарантийному сроку товара, работы, услуги и (или) объему предоставления гарантий:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Место поставки товара, выполнения работ, оказания услуг

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Сроки поставки товаров, завершения работы, сроки (график) оказания услуг

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ответственное лицо от структурного подразделения за осуществление закупки (приемку товаров, работ, услуг; проведение экспертизы результатов исполнения контракта (договора):

Ф.И.О.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Тел.: +7 (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Эл. почта: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Руководитель структурного подразделения  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
|  |  | (подпись) |  | (расшифровка подписи) |
| «\_\_\_\_» \_\_\_\_\_\_\_\_\_ 20\_\_\_\_ г. |  |  |  |  |

Согласовано:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Руководитель управления/проректор  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |  | |  |  |  |
|  | | | | | | |  | | (подпись) |  | (расшифровка подписи) |
| « |  | » |  | 20 |  | г. | |

***Для заявок, не включенных в Единый план закупок***

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Финансово-экономическое управление | | | | | | |  | |  |  |  |  |
|  | | | | | | |  | | (подпись) |  |  | (расшифровка подписи) |
| « |  | » |  | 20 |  | г. | |  |