**附件3：**

**原材料储备情况登记表（供参考）**

**填报部门： 部门负责人：**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **日期** | **材料品名** | **储备量** | **可供生产天数** | **供应商复产情况** | **供应商联系人** |
|  | **材料1** |  |  |  |  |
|  | **材料2** |  |  |  |  |
|  | **材料3** |  |  |  |  |
|  | **材料4** |  |  |  |  |
|  | **……** |  |  |  |  |

**疫情防控结束前，采购物资入厂前均须严格消毒；不宜采购重点疫区物资。**