**学院各部门办公用品领用申请单**

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| 领用单位： | | | 部门负责人签字： | | | |
| 资产处负责人签字： | | | | | | |
| 序号 | 商品名称 | 规格 | 单位 | 数量 | 领用人签字 | 领用日期 |
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