**处内各科室办公材料领用清单**

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| --- | --- | --- | --- | --- | --- | --- |
| 领用科室 |  | | 领用人 | |  | |
| 领用时间 |  | | | | | |
| 领用物品  详单 | 物品名称 | 数 量 | | 金 额 | | 备 注 |
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| 其他需要说明的事项： | | | | | | |