**日常办公用品、耗材申领单**

**申领系部（或部门）：**

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| **申领物品** | **名称** | **数量** | **名称** | **数量** |
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**申领日期：**

**主任签字（系部或部门）：**

**总务处：**

**说明：各班级所需申领的物品应由系部统一领取后再发放。**

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**申领系部（或部门）：**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **申领物品** | **名称** | **数量** | **名称** | **数量** |
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