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| **办公用品（材料）验收入库单** | | | | | |
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| 部门： |  |  | | | |
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| 序号 | 办公用品名称 | 数量 | 单价 | 金额 | 备注 |
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|  |  |  | 验收人签字：  年 月 日 | |  |

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| **办公用品（材料）发放清单** | | | | | | | | |
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| 部门： |  |  | | | | | | |
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| 序号 | 办公用品名称 | 数量 | 单价 | | 金额 | | 领用人签字 | |
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