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| **安徽商贸职业技术学院办公用品领用单** |
| **年 月 日** |
| **序号** | **品名** | **单位** | **数量** | **单价** | **金额** | **备注（用途）** |
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| **合计** |  |  |
| **领取人签字： 部门负责人签字： 部门盖章：** |
| 填报说明：领取人只填写品名、单位、数量和备注，存货管理员负责补记单价金额，并据此登记台账。 |