**合肥大学工会低值易耗品验收入库单**

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| --- | --- | --- | --- |
| 验收单编号 |  | 购入时间 |  |
| 验收人 |  | 审核人 |  |
| 合计价值（元） |  |  |  |
| 备 注 |  |

低值易耗品明细

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| --- | --- | --- | --- | --- | --- | --- |
| 易耗品编号 | 易耗品名称 | 规格型号 | 数量 | 单价（元） | 取得时间 | 存放地点 |
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 制单人： 制单时间：

**合肥大学工会 低值易耗品发放出库单**

**发放单位：**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 编 号 | 品 名 | 领用人 | 部门 | 活动项目 | 领用人签字 |
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 制单人： 制单时间：