领用单

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| --- | --- | --- | --- | --- | --- |
| 领用人 |  | 领用部门 |  | 领用日期 |  |
| 领用内容  （品名、规格、数量） |  | | | | |
| 金额 | （大写） | | | | |
| 部门负责人意见 |  | | 综合科意见 |  | |
| 馆领导意见 |  | | | | |

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