物品申领单

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| --- | --- | --- | --- | --- | --- |
| 申请人 |  | 部门 |  | 申请时间 |  |
| 申请原因 |  | | | | |
| 申请物品名称及数量 | | | | 备注 | |
|  | | | |  | |
| 部门负责人批示 |  | | | | |
| 行政人事部批示 |  | | | | |
| 总经理批示 |  | | | | |

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