**低值易耗品购置申请表**

申请人： 申请日期 ：2020年 月 日

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| **物品名称** | **单位** | **数量** | **单价** | **总价** | **备注** |
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| **总金额** |  | | | | |
| **申请人签字** |  | | | | |
| **综合办公室主任审批** | **同意 不同意** | | | |  |
| **主管领导审批** | **同意 不同意** | | | |  |
| **备 注** |  | | | | |

**低值易耗品领用记录表**

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| **领用日期** | **物品名称** | **数量** | **单位** | **领用人签字** | **用途** |
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**低值易耗品入库登记（样例）**

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| **采购日期** | **物品名** | **数量** | **单位** | **单价** | **总价** | **采购方式** | **存放地点** | **库存** |
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**低值易耗品出库登记（样例）**

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| **领用日期** | **物品名称** | **数量** | **领用人** | **用途** |
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