物品验收单

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| 日期 | 名称 | 数量 | 价格 | 供方 | 验收人 | 验收结果 | 备注 |
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物品领用单

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| 序号 | 日期 | 物品名称 | 部门 | 领用数量 | 签字 | 备注 |
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