附件1

**“ ”物品领用表**

**年 月 日**

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| --- | --- | --- | --- | --- |
| **领用单位** | **物品名称** | **品牌、规模、型号** | **数量** | **领用人** |
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代办处主管领导签字： 代办处经手人:

附件2

**“ ”物品发放表**

**代办点名称： 年 月 日**

|  |  |  |  |
| --- | --- | --- | --- |
| **物品名称** | **品牌、规模、型号** | **数量** | **领用人** |
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代办点经手人：

附件3

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|  | **管理费拨付申请表** | | | | |
| 代办处名称（盖章）： | | |  |  | 单位：元 |
| 序号 | 申请项目 | | | 金额 | |
| 1 |  | | |  | |
| 2 |  | | |  | |
| 3 |  | | |  | |
| 申请下拨金额总计： | | | 大写： | | |
| 代办处管理费账面结余 | |  | | | |
| 代办处主管领导签字 | |  | | | |
| 制表人： | |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 备注：申请时除上表外还需附管理费拨付申请及申请日前一个月的《资产负债表》。 | | | | | |