附件1

**“ ”物品领用表**

 **年 月 日**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **领用单位** | **物品名称** | **品牌、规模、型号** | **数量** | **领用人** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

代办处主管领导签字： 代办处经手人: