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| **办公用品（材料）验收入库单** |
|  |  |  |  |  |  |
| 部门： | 机材学院 |   |
|  |  |  |  |  |  |
| 序号 | 办公用品名称 | 数量 | 单价 | 金额 | 备注 |
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|  |  |  | 验收人签字：年 月 日  |   |

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| **办公用品（材料）发放清单** |
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| 部门： | 机材学院 |   |
|  |  |  |  |  |  |
| 序号 | 办公用品名称 | 数量 | 单价 | 金额 | 领用人签字 |
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