**南京中医药大学办公耗材领用申请单**

**部门、学院、单位\_\_\_\_\_ \_\_\_\_ 领用物资项目经费号\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **序号** | **领用物资品名** | **规格** | **数量** | **单价（元）** | **总价**  **（元）** | **使用人** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |
| **合计领用总金额（元）** | | | | | | |

备注：领用物资品名、规格、数量及合计领用项一栏请打印填写，手填无效；使用人一栏请手填，打印无效；此表由所在单位行政负责人签字同意后方可领用。

**经办人签字：**

**经办日期：**

**领用部门行政负责人签字（盖章）：**