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| **物资借/领用登记表** | | | | | | | | | | |
| 序号 | 时间 | 物资名称 | □借用 □领用 | 数量 | 单位 | 物资编号 | 借/领用人签名 | 归还时间 | 仓管签名 | 备注（是否按时归还） | |
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说明：1、借用人负责借用物资的保管，仓管负责跟踪借出物资的使用与保管情况；

2、借用人不归还或丢失借用物资由仓管上报部门经理，借用人须按原价赔偿。