**安徽商贸职业技术学院固定资产领用单**

**年 月 日**

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| **资产编号** | **资产名称** | **规格型号** | **资产类别** | **单位** | **数量** | **单价(元)** | **金额(元)** | **资产用途** | **领用人** | **存放地点** | **备注** |
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| **合 计** | | | | | | |  |  |  |  |  |
| **领用部门负责人(签字)：** | | | | | | **资产管理员(签字)：** | | | | | |
| **领用部门签章：** | | | | | | **资产管理部门签章：** | | | | | |