附件2：

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| **办公用品入库单** | | | | | |
| **采 购 日 期** |  | | **入 库 日 期** |  | |
| **入库物品清单** | | | | | |
| **品 名** | **规 格** | **数 量** | **单 价** | **金 额** | **库存数** |
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| **经办人** |  | | **审核人** |  | |