附件1：

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| **办公用品申请表** | | | | | |
| **申 请 部 门** |  | **申 请 时 间** |  | **申请人** |  |
| **申 请 缘 由** |  | | | | |
| **名 称** | | **型 号** | | **数 量** | |
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| **部门领导审核意见** | |  | | | |
| **单位领导审核意见** | |  | | | |