**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) | 备注 |
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| **合 计** | | | | | | |  |  |
| **领用部门：** | | | | **领用部门负责人(签字)：** | | | | |
| **资产管理员(签字)：** | | | | **领 用 人 员(签字)：** | | | | |