**办公用品统计汇总表**

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| 序号 | 物品名称 | 品牌型号 | 数量 | 单价（元） | 备注 |
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|  资金预算合计： |
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 请各部门在2017年9月30日前，将本部门2018年所需办公用品，按照表格要求详细统计，纸制表格经部门负责人签字确认后报院办综合科，电子文档发送至邮箱191906640@qq.com。联系人：马毅 ，电话：6291