**海南工商职业学院**

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| **物品领用单** | | | |
| **编号：** | | | |
| **部门** |  | **年 月 日** | |
| **用途** |  | | |
| **物品名称** | **规格** | **数量** | **备注** |
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|  |  |  |  |
| **领用人** |  | | |
| **领用部门负责人** |  | | |
| **后勤处负责人** |  | | |