附件3

**海南热带海洋学院材料、易耗品、低值品（500元以下）验收入库单**

单位（部门）（盖章）： 验收日期： 年 月 日

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| **序号** | **物品名称** | **品牌、型号** | **规格、指标** | **单位** | **数量** | **单价** | **金额** | **存放地点** | **领用人** |
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| **验收意见：** 单位（部门）负责人： 资产管理员： 验收人员： |