**浙江水利水电学院实验材料及易耗品入库单**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **基本信息** |  | |  |  |  |  |
| 入库日期： | |  | 经办人： |  | | |
| 入库单位： | |  | 审批人： |  | | |
| 经费来源： | |  | 验收人： |  | | |
| 物品类别： | |  | 保管人： |  | | |

经费来源：教学/科研

物品类别：实验材料/易耗品

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **物品清单** | |  | |  |  |  |  |
| 序号 | 名称 | | | 规格/型号 | | 数量 | 单价（元） |
| 1 |  | | |  | |  |  |
| 2 |  | | |  | |  |  |
| 3 |  | | |  | |  |  |
| 4 |  | | |  | |  |  |
| 5 |  | | |  | |  |  |
| 6 |  | | |  | |  |  |
| 7 |  | | |  | |  |  |
| 8 |  | | |  | |  |  |
| 9 |  | | |  | |  |  |
| 10 |  | | |  | |  |  |
| 11 |  | | |  | |  |  |
| 合计(元)： | | |  | | | | |

清单可另附页

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **发票清单** | |  | | |  |  |  |
| 序号 | 发票号码 | | | 金额(元) | | | |
| 1 |  | | |  | | | |
| 2 |  | | |  | | | |
| 合计(元)： | | |  | | | | |

此批材料/易耗品经现场验收，账物相符

验收人签字：

单位盖章：

日期：

注：入库单一式三份，一份为存根，一份为报销凭证，一份为单位记账凭证

**浙江水利水电学院实验材料及易耗品领用单**

**单位： 日期：**

|  |  |  |  |
| --- | --- | --- | --- |
| 序号 | 物品名称 | 数量 | 用途说明 |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |

领用人： 保管人：