附件：

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| 科 研 材 料 台 账（一种材料一份台账） |
| **财务账号：** |
| **日期** | **产品名称** | **规格** | **单位** | **入库数量** | **出库数量** | **结存数量** | **管理员** |
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| 注：1.台账应根据入库单、出库单数据定期统计，并与实物数量保持一致；批量购置金额1万元以上或单价500元以上材料，应及时更新台账；2.台账应定期打印（根据情况选择周期1-6个月）并作为项目档案保存；  |
|  科 研 材 料 入 库 登 记 表 |  |
| **财务账号：** |  |  |  |  |  |  |  |  |
| **入库日期** | **产品名称** | **规格** | **单位** | **入库数量** | **供货单位** | **采购人** | **验收人** | **备注** |
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| 注：定期打印并作为项目档案保存 |  |
| 科 研 材 料 出 库 登 记 表 |  |
| **财务账号：** |  |  |  |  |  |  |  |
| **出库日期** | **产品名称** | **规格** | **单位** | **出库数量** | **用途** | **领用人** | **管理员** | **备注** |
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| 注：定期打印并作为项目档案保存 |  |