项目名称：

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| 序号 | 借用工具、钥匙名称 | 数量 | 借用人  (单位) | 借用事由 | 审批人 | 借 用  时 间 | 经办人 | 归还时间 | 验收情况 | 验收人 | 备 注 |
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说明：借用公用工器具时，须维修部经理审批后，方予办理借出手续。

审核： 日期：