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| 附件4：  北京交通大学易耗品台账（一种易耗品一份台账） | | | | | | | |
| **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；

2.台账应定期打印（根据情况选择周期1-6个月）并作为档案保存。