**印章使用申请表**

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| **印章全称** |  | **使用部门** |  |
| **用印日期** |  | **用印申请人** |  |
| **用印原因及用途简述** |  | | |
| **部门（学院）意见** |  | | |
| **办公室意见** |  | | |
| **主管副院长意见** |  | | |
| **院长意见** |  | | |
| **备注说明** |  | | |

**印章使用登记明细表（学院公章）**

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| **序号** | **用印日期** | **资料名称** | **对方单位** | **涉及金额 （万元）** | **用印 份数** | **用印部门** | **经办人签字** | **备注** |
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