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| 会计档案利用登记表 | | | | | | | | | |
| 序号 | 借阅日期 | 财务处经办人 | 查阅原因 | 利用方式 | 查阅会计档案盒号 | 利用数量 | 归还日期 | 备 注 |
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| 注： |  |  |  |  |  |  |  |  |
| 1、 | 利用方式：查阅、借阅、复印、抄录、扫描、拍摄、其他 | | | | | | | | |
| 2、 | 利用数量：复印、打印、扫描页数，拍摄张数 | | | | | | | | |