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| **領/退料單** | | | | | | | | |
| **填寫日期\*：** | | | | | | | | |
| **填寫人\*** | |  | | | **所屬部門\*** | |  | |
| **需求類別\*** | |  | | | **材料類別\*** | |  | |
| **原因說明\*** | |  | | | | | | |
| **物料資訊** | | | | | | | | |
| **序號** | **材料名稱\*** | | **材料編號\*** | **領/退數量\*** | | **實際領/退數量** | | **備註** |
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