**物品（文件）签收登记表**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 序号 | 物品/文件名称 | 数量/个（套） | 移交人 | 移交时间 | 接收人 | 接收时间 |
| 1 |  |  |  |  |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |

注：一式两份