门禁卡申领表

|  |  |  |  |
| --- | --- | --- | --- |
| **申请单位（盖章）** |  | | |
| **申领人** |  | **申请日期** |  |
| **部门审核意见** | **共计申领门禁卡 张。**  **市场开拓部签字盖章：**  **日期：** | | |
| **费用缴纳情况** | **应收取工本费 元。**  **已缴纳（ ） 未缴纳（ ）**  **财务资产部签字盖章：**  **日期：** | | |
| **办理情况** | **已办理（ ） 未办理（ ）**  **未办理原因：**  **综合部签字盖章：**  **日期：** | | |
| **备注** |  | | |

**注：门禁卡一经申领，如有损坏、丢失、人员离职等情况，概不退换。**

**附件：申领明细表**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **序号** | **姓名** | **手机号** | **身份证号** | **房间号** | **学工号 （智能院填）** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |
| **9** |  |  |  |  |  |
| **10** |  |  |  |  |  |
| **11** |  |  |  |  |  |
| **12** |  |  |  |  |  |
| **13** |  |  |  |  |  |
| **14** |  |  |  |  |  |
| **15** |  |  |  |  |  |
| **16** |  |  |  |  |  |
| **17** |  |  |  |  |  |
| **18** |  |  |  |  |  |
| **19** |  |  |  |  |  |
| **20** |  |  |  |  |  |