**体育器材交接记录单**

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| **教学使用单位** | 单位名称并加盖公章 | | | |
| **器材室名称** |  | | | |
| **交接**  **对接人签名** | 场馆管理中心  （或所委托物业管理人员） | |  | |
| 教学使用单位 | |  | |
| **交付时间** |  | | | |
| **器材清单** | 序号 | 器材名称（注明型号、规格） | | 数量 |
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**注：此表格及相应器材请于每个学期开学前一周交至相应器材室**