**明新科技大學總務處保管組文件申請單**

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| **申請項目** |  | **申請日期** |  |
| **申請單位** |  |
| **用途說明** |  | | |
| **申請人**  **(簽章)** |  | | |
| **單位主管**  **(簽章)** |  | | |
| **保管組**  **審核** |  | | |