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| **哈尔滨工业大学办理公务卡明细表** | | | | | |
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| **序号** | **姓名** | **身份证号** | **行政职务** | **额度** | **备注** |
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| 以上人员为我单位正式员工，员工身份真实有效，且经我单位批准可办理公务卡，请予以协助办理。我单位对本表所载信息的真实性承担相应的法律责任。  哈尔滨工业大学计划财务处（公章）  年 月 日 | | | | | |
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