**会议室使用登记表**

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| 预约使用日期 | 使用时间 | 各物品是否完好 | | | | | | | 负责人签字 |
| 电脑 | 投影仪 | 鼠标 | 主机 | 遥控器 | 白板 | 桌椅 |
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