

**外出携带印章审批表**

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| 印章名称 |  | | | | | | 前往单位 | |  | | |
| 外出携带印章事由 | | | |  | | | | | | | |
| 借章日期 | | |  | | | 移交人 | | |  | | |
| 用印（接收）人 | | |  | | | 监印人 | | |  | | |
| 部门意见 | | | |  | | | | | | | |
| 办公室意见 | | | |  | | | | | | | |
| 公司领导意见 | | | |  | | | | | | | |
| 印章归还手续 | | | | | | | | | | | |
| 用印返还时间 | |  | | | 归还人 | | |  | | 接收人 |  |
| 用印文件名称 | | 文件 份，用印 次 | | | | | | | | | |
| 备注 | |  | | | | | | | | | |