**西北研究院档案利用审批单**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 借阅部门 | 查（阅）人 | | | | 借阅人所在部门（项目负责人）负责人 | | | | | 审批部门  负责人 | | 借阅时间 | | 归还时间 |
|  |  | | | |  | | | | |  | |  | |  |
| 借阅内容 | □科研 | | | | | | □人事 | | | | □文书 | | □财务 | |
|  | | | | | | | | | | | | | |
| 借阅目的 |  | | | | | | | | | | | | | |
| 借阅方式 | □原件复印 | □原件扫描 | □原件外借 | □拷贝数字化 | | □刻录光盘 | | □  现场查阅 | 其他： | | | | | |
| 特殊情况说明： | | | | | | | | | | | | | | |

备注：财务档案只需财务处负责人签字。