附件5

借（查） 阅 登 记

（此表企业可根据公司要求进行增加，原则上不得减少）

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 借（查）阅时间 | 借（查）阅文件类型 | 文件名称 | 借（查）阅方式 | 借（查）阅人及联系电话 | 审批人 | 归还时间 | 备注 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |