**INSTITUTO TECNOLOGICO DE OCOTLÁN**

**DEPARTAMENTO DE RECURSOS MATERIALES Y SERVICIOS**

**ENTRADA Y SALIDA SIMULTÁNEA DE ALMACEN**

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| **Folio:** |  | **Área:** |  |
| **Fecha:** |  | **Proveedor:** |  |
| **Orden de Compra:** |  | **Factura:** |  |

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| **No.** | **PARTIDA** | **DESCRIPCIÓN** | **REQUISICIÓN** | **CVE. PRES.** | **CANT.** | **UNIDAD** | **P.U.** | **IMPORTE** |
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|  |  |  |  |  |  | **Sub Total** |  |
|  |  |  |  |  |  | **I.V.A. 16%** |  |
|  |  |  |  |  |  | **I.V.A. Retenido** |  |
|  |  |  |  |  |  | **Total** |  |

|  |  |  |
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| **DEPARTAMENTO DE RECURSOS****MATERIALES Y SERVICIOS** | **ALMACEN** | **RECIBIDO** |
| **ESCRIBIR NOMBRE** | **ESCRIBIR NOMBRE** | **ESCRIBIR NOMBRE** |