



一、目的

为提高办公用品的周转率，避免资源浪费，规范学校办公用品领用工作流程，根据《中锐教育集团资产管理制度》等相关文件要求，结合学校实际情况，制订办公用品领用管理办法。

二、适用范围

厦门华锐莱普顿学校全体人员。

三、主要内容

(一)办公用品领用范围

- 1) 学校仓库提供的办公用品，是以行政办公经费进行结算，基本满足教职工日常办公使用需求的物资，不包括 IT 类资产。办公用品采购工作实行“目录管理”，学校仓库办公用品目录由后勤运营部根据实际需求进行适当调整，具体目录以后勤运营部公布为准。
- 2) 超过学校仓库采购范围的办公用品，使用部门按照学校相关文件要求，由部门人员自行在 OA 上申请采购并履行相关财务手续；到货后，使用部门人员应当在接到通知后三个工作日全部验收合格后领取完毕，否则不接收下次申购。

(二)办公用品领用规定

- 1) 为满足教职工办公所需，学校为每位教职员工提供 150 元/学年的办公用品领用虚拟经费，每学年初两周内，教职工须持员工卡至后勤仓库进行充值，新入职员工于员工卡下发后两周内完成充值，以免影响后续正常刷卡领用。每学年结束，领用金将清零，学年初重新设置新学年额度。领用消费超出卡内余额将限制领用，且后勤领用仓库不支持现金充值，请教职员工根据自身需求合理领用消费。
- 2) 员工卡设定领取办公用品的额度，非个人福利，只用于教职工工作所需，办公用品归属于学校，离职时禁止带走，应提前报备资产管理，调取后台办公用品领用明细表，将耐久性办公用品（详见附件 1：耐久性办公用品清单）自行整理成箱，办理离职手续期间移交资产管理，资产管理当面盘点无误后方能在员工离职申请单上签字。如若出现较大损耗，离职员工应照采购价进行赔偿。员工办理离职手续后，不得再前往后勤仓库领用办公用品。



- 3) 使用部门人员在领用办公用品前，应按要求进行刷卡。在领用备用钥匙、遥控器、口罩等特殊类办公用品前，应填写《后勤仓库办公用品领用登记表》。
- 4) 各部门教职员工领用打印纸应根据自身和部门办公需求，合理进行申领；日常工作期间，每位教职工单日限领 A4 打印纸 1 包，A3 打印纸 1 包，考试周如需超额领用打印纸，需由学部教务主任签字确认，同一办公室员工切勿重复领取，避免造成囤积，给其他部门造成领用困难。后勤部管理人员应定期对打印纸库存进行盘点，及时进行补充，保证教职工日常用纸需求。
- 5) 后勤工作人员每个月将各部门教职工从仓库领用的办公用品消费进行汇总，以邮件形式发送给各部门领导。
- 6) 后勤仓库开放时段为每周一、周三、周五上午 9:00—11:00，请每位教职员工提前做好需求规划，在规定开放时段进行领用。如有紧急情况需要于非开放时段要领用办公用品，请提前与资产管理员进行预约。
- 7) 北校区文具领用地点为综合楼 B107 后勤仓库，南校区为 5 号楼 A111 后勤仓库，因南北校区领用系统各自独立，请各位教职工在本区域进行领用，切勿跨区域领用。

本制度由厦门华锐莱普顿学校后勤部负责拟定、解释，自发布之日起正式实施，有效期至 2026 年 08 月 31 日。

附件 1：耐久性办公用品清单



附件 1 耐久性办公用品清单

商品编号	商品名称	单位	单价
1059651	诺为 KNORVAY 翻页激光笔 (配红光 7 号电池 N26)	个	39.9
3723868	晨光 M&G 强力桌面清洁机 ADGN5002 (蓝色)	个	28
1049004	晨光 M&G 标朗 12 位数字显示桌面型计算器 ADG98837 (黑色)	台	12.54
3493512	得力 deli 塑封机 2132 (白色)	台	130
3015717	优玛仕 U-mach 塑封机 U-336S A3	台	215.3
3083097	晨光 M&G 钢制切纸刀 ASSN2203 A3	把	187.59
3083105	晨光 M&G 木制切纸刀 ASSN2208 B4	把	187.59
1146638	晨光 M&G 12#订书机 ABS92723B 20 页 (蓝色)	个	7.77
1040576	晨光 M&G 双孔打孔机 ABS92646 10 张 孔径 5.5mm 孔距 80mm (蓝色)	个	11.1
1054470	益而高 Eagle 三孔打孔机 703 10 张 孔径 7mm 孔距 108mm (混色)	个	79
5392481	张小泉 厨房家用剪刀 HBS-154	把	21.65
3020822	晨光 M&G 经典办公剪刀 ASS91467 180mm	把	7.77
1146645	晨光 M&G 办公剪刀 ASS91333 120mm (混色) 18 把/包 360 把/箱 (颜色随机)	把	3.33
138021	晨光 M&G 经典型办公剪刀 ASS91307 170mm (红色、蓝色、黑色、咖啡色)	把	4.33
1049898	晨光 M&G 经济型档案盒 ADM94813 A4 35mm (蓝色)	个	7
1049899	晨光 M&G 经济型档案盒 ADM94814 A4 55mm (蓝色)	个	7.6
3204815	晨光 M&G 经济型档案盒 ADM95290 A4 75mm (深蓝色)	个	11.8
3016846	晨光 M&G 五层带锁文件柜 ADM95298 (黑色)	台	132.09
127026	晨光 M&G 办公书立 ABS91706 6 寸 (蓝色、黑色)	对	11.54
1067967	晨光 M&G 砖形带盖公文篮 ADM95086 A4	个	12.21
1067959	晨光 M&G 蜂窝形收纳筐 ADM95083 A4 (蓝色)	个	9.99
1067941	晨光 M&G 标准钢卷尺	把	8.77
1171558	公牛 拖线板插座 GN-101	个	28
1171158	公牛 BULL 拖线板插座	个	62



1171503	公牛 拖线板插座 GN-403	个	58
1171521	公牛 BULL 电源转换器	个	27
143015	得力 deli 有机丁字尺 8412 930mm (透明)	把	28.36
123004	得力 deli 公文篮 929 (蓝色)	个	10.03
3318823	晨光 M&G 普惠型金属 12 号订书机 ABS916B5 20 页 (黑色) (适配 #24/6、26/6 针)	个	6.60
1067943	晨光 M&G 标准钢卷尺 AHT99103 5m 10 把/包 120 把/箱	把	10.63
	空调遥控器	个	14.30
	备用钥匙	把	4.80



Instructions for obtaining school office supplies

1. Scope of Office Supplies Issuance

- 1) Office supplies provided by the school warehouse are settled using administrative office funds, primarily meeting the material needs for daily office use by faculty and staff. IT assets are not included. The procurement of office supplies follows a "catalog management" approach, and the specific catalog is subject to adjustments made by the Logistics and Operations Department based on actual needs. The exact catalog is published by the Logistics and Operations Department.
- 2) Office supplies beyond the scope of the school warehouse procurement are to be applied for and processed by the respective departments through the OA system, following the requirements of relevant school documents. Upon arrival, department personnel should complete the acceptance within three working days after receiving notification; otherwise, subsequent purchase requests will not be accepted.

2. Office Supplies Issuance Regulations

- 1) To meet the office needs of faculty and staff, the school provides each employee with a virtual budget of 150 RMB per academic year for office supplies. Within the first two weeks of each academic year, employees must recharge their employee cards at the logistics warehouse. New employees should complete the recharge within two weeks of receiving their employee cards to avoid any disruption to subsequent card swiping for supplies. At the end of each academic year, the issuance fund will be reset to zero, and a new budget for the new academic year will be set. If the consumption exceeds the card balance, issuance will be restricted. Cash recharge is not supported at the logistics warehouse, so employees should reasonably manage their usage according to their needs.
- 2) The employee card is designated for obtaining office supplies, is not a personal benefit, and is only for the work-related needs of faculty and staff. Office supplies belong to the school, and taking them away upon resignation is prohibited. Resigning employees should report to the asset administrator in advance, retrieve the detailed list of office supplies from the backend issuance record, organize durable office supplies (see



Annex 1: Durable Office Supplies List) into boxes, and hand them over to the asset administrator during the resignation process. The asset administrator must verify the inventory accuracy before signing on the employee resignation application. If significant loss is identified, the resigning employee should compensate based on the purchase price. After completing the resignation process, employees are not allowed to obtain office supplies from the logistics warehouse.

- 3) Before obtaining office supplies, department personnel should swipe their cards as required. For special office supplies such as spare keys, remote controls, masks, etc., a "Logistics Warehouse Office Supplies Issuance Registration Form" should be filled out.
- 4) Each department's faculty and staff should apply for printing paper based on their own needs and office requirements. During routine work, each employee is limited to one pack of A4 printing paper and one pack of A3 printing paper per day, any request for extra printer paper during the examination week must be signed by the Teaching Centre Director. Employees in the same office should not duplicate requests to avoid hoarding and difficulties for other departments in obtaining supplies. Logistics department personnel should regularly inventory the printing paper stock, replenish it in a timely manner, and ensure the daily paper needs of faculty and staff.
- 5) Logistics personnel will summarize the monthly consumption of office supplies obtained by faculty and staff from the warehouse for each department and send it to the department heads via email.
- 6) The logistics warehouse is open on Monday, Wednesday, and Friday from 9:00 to 11:00 am. Each faculty and staff member should plan their needs in advance and obtain supplies during the designated opening hours. If there is an urgent need to obtain office supplies outside the opening hours, please make an appointment with the asset administrator in advance.
- 7) The stationery issuance location for the North Campus is the Logistics Warehouse in Building B107 of the Comprehensive Building, and for the South Campus, it is the Logistics Warehouse in Room A111 of Building 5. As the issuance systems for the



North and South Campuses are independent, faculty and staff are advised to obtain supplies within their respective areas and avoid cross-area issuance.

This system is formulated and explained by Logistics Department of Chiway Repton School Xiamen. It will be officially implemented from the date of release and will be valid until August 31, 2026.

Attachment 1: Durable Office Supplies List



Attachment 1: Durable Office Supplies List

Product ID	Product Name	Unit	Unit Price
1059651	Knorvay KNORVAY Flip Laser Pen Red Light 7 Battery N26 (Black)	Each	39.9
3723868	M&G Powerful Desktop Cleaner ADGN5002 (Blue)	Each	28
1049004	M&G Standard Lang 12-digit Desktop Calculator ADG98837 (Black)	Each	12.54
3493512	Deli Sealer 2132 (White)	Each	130
3015717	U-mach Sealer U-336S A3	Each	215.3
3083097	M&G Steel Paper Cutter ASSN2203 A3	Each	187.59
3083105	M&G Wooden Paper Cutter ASSN2208 B4	Each	187.59
1146638	M&G No. 12 Stapler ABS92723B 20 pages (Blue)	Each	7.77
1040576	M&G Double Hole Punch ABS92646 10 sheets Hole diameter 5.5mm Hole spacing 80mm (Blue)	Each	11.1
1054470	Eagle Three-Hole Punch 703 10 sheets Hole diameter 7mm Hole spacing 108mm (Mixed Color)	Each	79
5392481	Zhang Xiaoquan Kitchen Household Scissors HBS-154	Each	21.65
3020822	M&G Classic Office Scissors ASS91467 180mm	Each	7.77
1146645	M&G Office Scissors ASS91333 120mm (Mixed Color) 18 per pack 360 per box (Random Color)	Each	3.33
138021	M&G Classic Office Scissors ASS91307 170mm (Red, Blue, Black, Coffee)	Each	4.33
1049898	M&G Economy File Box ADM94813 A4 35mm (Blue)	Each	7
1049899	M&G Economy File Box ADM94814 A4 55mm (Blue)	Each	7.6
3204815	M&G Economy File Box ADM95290 A4 75mm (Dark Blue)	Each	11.8
3016846	M&G 5-Layer Lockable Filing Cabinet ADM95298 (Black)	Each	132.09
127026	M&G Office Bookend ABS91706 6 inches (Blue, Black)	Each	11.54
1067967	M&G Brick-shaped Covered Document Basket ADM95086 A4	Each	12.21
1067959	M&G Honeycomb Storage Basket ADM95083 A4 (Blue)	Each	9.99



1067941	M&G Standard Steel Tape Measure	Each	8.77
1171558	Bull Extension Socket GN-101	Each	28
1171158	Bull BULL Extension Socket	Each	62
1171503	Bull Extension Socket GN-403	Each	58
1171521	Bull BULL Power Converter	Each	27
143015	Deli Organic Protractor 8412 930mm (Transparent)	Each	28.36
123004	Deli Document Basket 929 (Blue)	Each	10.03
3318823	M&G Universal Metal No. 12 Stapler ABS916B5 20 pages (Black) (Compatible with #24/6, #26/6 pins)	Each	6.60
1067943	M&G Standard Steel Tape AHT99103 5m 10 per pack 120 per box	Each	10.63
	Air Conditioner Remote Control	Each	14.30
	Spare Key	Each	4.80