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| **东莞理工学院城市学院仪器设备报修申请表**(试用） | | | | | | | | | |
| 申请部门： | | | | | | | 时间： | | |
| 序号 | 资产编号 | 资产名称 | 型号 | 单价 （元） | 数量 | 金额 （元） | 购置时间 | 维修费用 预算（元） | 备注 |
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| 部门资产管理员： | | | | | | | | | |
| 主要原因： | | | | | | | | | |
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|  |  |  |  |  |  | 部门负责人： | | | |
| 资产管理办公室审批意见： | | | | | | | | | |
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| 财务处采购中心审批意见： | | | | | | | | | |
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| 主管院领导审批意见（大型仪器设备）： | | | | | | | | | |
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| 备注：1、此表所指仪器设备不包含空调和办公家具，空调和办公家具的维修由总务处负责；  2、维修总费用在5000元（含5000元）以上，需主管院领导审批。 | | | | | | | | | |