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| 东莞理工学院城市学院资产清查--资产变动登记表（试用） | | | | | | | | | | | | | | | |
|  | 系、部（盖章）： | | | | | | | | 填表日期： | | | | | | |
| 序号 | 系统导出数据 | | | | | | | | | | 使用情况变动登记 | | | | 备注 |
| 资产编号 | 资产名称 | 型号 | 规格 | 单价 | 数量 | 购置日期 | 出厂编号 | 使用人 | 存放地点 | 现使用部门 | 现使用人 | 现存放地点 | 现状 |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 填表人： | | | | | | | | 部门负责人： | | | | | | |
| 填表说明： | | | | | | | | | | | | | | | |
| 1、用于登记从资产管理系统导出数据中账物相符，但是使用部门、使用人、存放地点、现状（如在用、闲置、待修、待报废、待报失等）发生了改变的情况； | | | | | | | | | | | | | | | |
| 2、在盘点过程中，如使用情况有变更，则需要由现使用人填写“使用情况变动登记栏”； | | | | | | | | | | | | | | | |
| 3、表格填好后，需在系、部（盖章）处加盖部门公章交资产管理办公室。 | | | | | | | | | | | | | | | |