|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 东莞理工学院城市学院资产清查--资产报损、报废申请表（试用） | | | | | | | | | | | | |
|  | 系、部（盖章）： | | | | | | | | | 填表日期： | | |
| 序号 | 系统导出数据 | | | | | | | | | | 报废原因 | 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 |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 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有账有物，但是资产已损坏无法维修或资产已达到报废年限无法使用的情况； | | | | | | | | | | | | |
| 2、必须记录报废原因，可另附情况说明； | | | | | | | | | | | | |
| 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。 | | | | | | | | | | | | |