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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 东莞理工学院城市学院资产清查盘亏登记表（有账无物）（试用） | | | | | | | | | | | | |
|  | 系、部（盖章）： | | | | | | | | | 填表日期： | | |
| 序号 | 系统导出数据 | | | | | | | | | | 盘亏情况及原因 | 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 |  |  |  |  |  |  |  |  |  |  |  |  |
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| 8 |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 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无物的情况； | | | | | | | | | | | | |
| 2、必须记录盘亏情况及原因，可另附情况说明（如资产因发生失窃而盘亏的，使用部门应将当地公安机关或学院保卫部门出具的证明材料一同交到资产管理管理办公室）； | | | | | | | | | | | | |
| 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。 | | | | | | | | | | | | |