|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 东莞理工学院城市学院资产清查盘盈登记表（有物无账）（试用） | | | | | | | | |
|  | 系、部（盖章）： | | | | | 填表日期： | | |
| 序号 | 资产名称 | 型号 | 规格 | 数量 | 出厂编号 | 使用人 | 存放地点 | 备注 |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |
|  | 填表人： | | | |  | 部门负责人： | | |
| 填表说明： | | | | | | | | |
| 1、用于登记资产管理系统无账，但实际清点有物的资产； | | | | | | | | |
| 2、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。 | | | | | | | | |