**附件1**

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| **固定资产清查报表** |
| **(2024年度)**  **部门名** **称：** **(部门公章)**  **资产管理负责人：** **(签** **字)** **填** **表** **人：**  **电** **话** **号** **码** **：** **报送** **日** **期：** |

**人员情况表**

**填报单位：** 资清01表

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| --- | --- | --- | --- | --- |
| **序** **号** | 工 号 | 姓 名 | **办公位置(具体到房间)** | 备 注 |
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**使用房间情况表**

填报单位： 资清02表

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| 序 号 | 楼 宇 | 楼 层 | 房间号 | 房间名称 | 面 积 | 用 途 | **备** **注** |
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注：用途可选教学用房、科研用房、行政用房、其它用房

**闲置资产明细表**

填报单位： 清资03表

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| 序 号 | 资产编号 | 资产分类 | 资产名称 | 规格型号 | 取得日期 | 数 量 | 使用部门 | **保管人** | **备** **注** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
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**毁损待报废资产明细表**

**填报单位：** 清资04表

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| **序号** | **资产编号** | **资产分类** | **资产名称** | **规格型号** | **取得日期** | **数量** | **使用部门** | **保管人** | **备注** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
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**盘亏资产明细表**

填报单位： **清资05表**

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| 序号 | 资产编号 | 资产分类 | 资产名称 | 规格型号 | 取得日期 | 数量 | 使用部门 | **保管人** | **备注** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
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**盘盈资产明细表**

**填报单位：** **清资06表**

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| 序号 | 资产编号 | 资产分类 | 资产名称 | 规格型号 | 取得日期 | 数量 | 使用部门 | **保管人** | **备注** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
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**未张贴标签资产明细表**

填报单位： 清资07表

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| 序号 | 资产编号 | 资产分类 | 资产名称 | 规格型号 | 取得日期 | 数量 | 使用部门 | 保管人 | 备注 |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
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