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| **南京审计大学资产经营公司固定资产入库（领用）表** | | | | | | | | | | | | |
|  | 年 月 日 | | | | | | | | | | | |
| \*资产入库部门 |  | | | |  | | | | | | | |
| \*发票编号 |  | | | | 购置日期 | | | | |  | | |
| \*资产名称 | \*型号、规格 | \*数量 | | | \*单价 | | \*金额 | | | \*资产保管人 | | |
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| \*生产厂家 （供货单位） |  | | | | | | | | | | | |
| \*所购固定资 产存放地点 |  | | | | | 附表情况 批量明细表 | | |  | | | |
| 使用方向 | 行政 | | | | | | | | | | | |
| 经费来源 | 资产经营公司 | | | | | | | | | | | |
| \*资产所属部门负责人 |  | | | | | \*入库经办人 签名 | | |  | | | |
| \*采购负责人 |  | | | | | \*领用人  签名 | | |  | | | |
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| 填表说明：（1）所购资产须按学校规定办理，填报申购表并由相关部门批准购置后，再办理资产入账、领用手续。（2）新购资产个人使用直接来设备管理部登记。（3）如新购置资产为部门所用请到本部门资产管理员处上网登记，到财务报销凭此单前来取入库单。（4）\*号为必填项，否则不予办理入库手续。 | | | | | | | | | | | | |