附件2

**河北水利电力学院**

**国有资产报废审批表**

**Xxxx年（上、下）半年**

申请单位（公章）：

总 台 件 数：

总 金 额 数：

填表日期： 年 月 日

填表说明

1.申请单位：学院（部）、处（室）。

2.资产处置方式：报废、报损、捐赠、对外调拨、转让。

3.资产存放地点：具体楼号及房间号。

4.总台件数=报废设备总台件数+报废家具总台件数+报废无形资产总台件数，总金额数=报废设备总金额+报废家具总金额+报废无形资产总金额。

5.报废设备总台件数=有帐有物合计台件+有账无物合计台件，报废设备总金额=有账有物合计金额+有账无物合计金额。

6.明细表中“总金额”为含有附件及增值金额的最后金额，而非单价。

7.论证专家需有5名副高职或以上职称。

8.“单位意见”栏必须有学院、处室领导班子集体研究签署的意见，并由分管领导签字。

9.申请处置资产的单位应按本审批表要求逐项认真填写，并将此表报国有资产管理科。

申请报告及论证意见

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 资产存放地点 | |  | | | | | | | |
| 联系人姓名 | |  | | 联系电话 | | |  | | |
| 报废  设备  总台  件数 |  | 报废设备总金额（万元） |  | 报废  家具  总台  件数 | |  | 报废  家具  总金额  （万元） | |  |
| 报废无形资产  总台件数 | |  | | 报废无形资产  总金额（万元） | | |  | | |
| 申请处置资产原因 | | 申请人签字：  年 月 日 | | | | | | | |
| 资产处置论证报告 | | 专家组组长：  年 月 日 | | | | | | | |
| 论证专家 | | 姓名 | 职称 | | 专业 | | | 签字 | |
|  |  | |  | | |  | |
|  |  | |  | | |  | |
|  |  | |  | | |  | |
|  |  | |  | | |  | |
|  |  | |  | | |  | |

**报废设备明细表**

（有账有物）

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 合计  台件 |  | | | 合计金额  （万元） |  | | |
| 序号 | 设备编号 | 设备名称 | 型号规格 | 总金额（元） | 购置日期 | 领用人 | 管理人 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**报废设备明细表**

（有账无物）

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 总台件 |  | | | 合计金额  （万元） |  | | |
| 序号 | 设备编号 | 设备名称 | 型号规格 | 总金额（元） | 购置日期 | 领用人 | 管理人 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**报废家具明细表**

（有账有物）

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 总台件 |  | | | 合计金额  （万元） |  | | |
| 序号 | 家具编号 | 家具名称 | 型号规格 | 总金额（元） | 购置日期 | 领用人 | 管理人 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**报废家具明细表**

（有账无物）

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 总台件 |  | | | 合计金额  （万元） |  | | |
| 序号 | 家具编号 | 家具名称 | 型号规格 | 总金额（元） | 购置日期 | 领用人 | 管理人 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**报废无形资产明细表**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 总台件 |  | | | 合计金额  （万元） |  | | |
| 序号 | 资产编号 | 资产名称 | 型号规格 | 总金额（元） | 购置日期 | 领用人 | 管理人 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |
| --- |
| 使用单位意见：  使用单位领导签字：    年 月 日 |
| 财务处意见：    签字：    年 月 日 |