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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2019年度办公类资产配置申请表** | | | | | | | | | |
| 申请单位：（盖章） 申请时间： | | | | | | | | | |
| **序号** | **名称** | **型号/规格（参数）** | **数量** | **预算金额** | **到货时间** | **购置理由** | **经费来源** | **保管和使用人** | **备注** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |
| 单位负责人： 资产管理员： | | | | | | | | | |

注：办公用计算机、办公桌、椅、打印机、扫描仪无特殊要求请在“型号/规格(参数）”栏填写“通用”，“预算金额”可不填写。“备注”栏请填写例如更换计算机、桌、椅等原资产编号及购置日期。