西安建筑科技大学固定资产盘点信息与确认表

附表1

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 资产使用单位 | |  | | 盘点开始日期 | |  | | 盘点结束日期 | |  | |
| 资产类型范围 | | □土地、房屋与构筑物 ■通用设备 ■专用设备 ■家具、用具、装具与动植物 ■文物与陈列品 ■图书与档案 | | | | | | | | | |
| 入账截至日期 | | 2019年12月31日 | | 账面数量(台件) | |  | | 账面原值(元) | |  | |
| 盘点项目 | | 实管处归口管理资产 | | 图书馆归口管理资产 | | | 国资处归口管理资产 | | | 合 计 | |
| 数量(台件) | 价值(元) | 数量(台件) | | 价值(元) | 数量(台件) | 价值(元) | | 数量(台件) | 价值(元) |
| 资产  情况 | 实有 |  |  |  | |  |  |  | |  |  |
| 盘亏 |  |  |  | |  |  |  | |  |  |
| 盘盈 |  |  |  | |  |  |  | |  |  |
| 使用  状况 | 自用 |  |  |  | |  |  |  | |  |  |
| 出租出借 |  |  |  | |  |  |  | |  |  |
| 闲置 |  |  |  | |  |  |  | |  |  |
| 其他 |  |  |  | |  |  |  | |  |  |
| 相关情况说  明及使用单  位确认意见 | |  | | | | | | | | | |
| 资产管理员签字： 单位公章： 单位负责人签字: 年 月 日 | | | | | | | | | |
| 归口管理单  位确认意见 | | 实管处确认意见：  资产管理员签字：  单位负责人签字(加公章)：  年 月 日 | | | 图书管确认意见：  资产管理员签字：  单位负责人签字(加公章)：  年 月 日 | | | | 国资处确认意见：  资产管理员签字：  单位负责人签字(加公章)：  年 月 日 | | |

附表2

2019年资产盘点盘亏资产清单

资产使用单位（加公章）： 填表人： 填表日期： 年 月 日

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 资产编号 | 资产名称 | 账面单价 | 账面数量 | 实存数量 | 盘亏数量 | 盘亏价值 | 归口单位 | 备注 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**注：**本表只用于统计发生盘亏情况的资产信息，表中：盘亏数量=账面数量-实存数量；盘亏价值=账面单价╳盘亏数量。

附表3

2019年资产盘点盘盈资产清单

资产使用单位（加公章）： 填表人： 填表日期： 年 月 日

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 资产编号 | 资产名称 | 账面单价 | 账面数量 | 实存数量 | 盘盈数量 | 盘盈价值 | 归口单位 | 备注 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**注：**本表只用于统计发生盘盈情况的资产信息，表中：盘盈数量=实存数量-账面数量；盘盈价值=账面单价╳盘盈数量。

附表4

2019年资产盘点非“自用”资产清单

资产使用单位（加公章）： 填表人： 填表日期： 年 月 日

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 资产编号 | 资产名称 | 账面单价 | 账面数量 | 实存数量 | 资产非“自用”情况 | | | 归口单位 | 备注 |
| 使用状况 | 数量 | 价值 |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**注：**本表只用于统计使用状况涉及非“自用”情况的资产信息，表中：“使用状况”按“闲置”、“出租出借”和“其他”三种情况填写。