**中山大学仪器设备和家具类固定资产报废处置申请表**

**（单价且批量价值＜20万元）**

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| **填报单位：** | | | **填报日期：** | | |  | **年** | |  | **月** |  | | **日** | **联系电话：** | | |  | | **经办人：** |  | | |
| **资产编号** | **资产名称** | **型号** | | | **单价(元)** | | | **购买日期** | | | | **存放地点**  **（校区校园）** | | | | **资产已**  **使用年限** | | **申请报废原因**  **（家具注明报废数量）** | | | **保存**  **收藏**  **建议** |
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| 本表申请报废的资产总价值（元）： | | | | |  | | |  | | | |  | | | |  | |  | | |  |
| **申请单位负责人意见：**  **签名：　　　　　（公章）日期：** | | | | **设备管理科审核意见：**  **签名：　　　　　　　日期：** | | | | | | | | | | | **设备与实验室管理处审批意见：**  **签名：　　　　 　　日期：** | | | | | | |

**注：**① 本表须一式两份，其中“批量价值”指表中申请报废的资产总价值。 ②仪器设备和家具类固定资产申请报废处置，请分表填报。

③ 如果有保存收藏价值的资产，请在对应行的“保存收藏”栏内注明“学校”保存还是“本单位”保存。

④“单价≥10万元”的贵重仪器设备申请报废处置，还须填写《中山大学贵重仪器设备报废论证表》一式两份。

⑤ 相同品牌型号的设备、家具类固定资产“批量价值≥10万元”时，还须填写《中山大学仪器设备和家具类固定资产批量报废论证表》一式两份。