**附件二：上交材料模板**

模板1

**2025年固定资产清查明细总表（系统中生成）**

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| **序号** | **资产编号** | **资产名称** | **管理部门** | **规格** | **型号** | **单价** | **原存放地** | **存放地点** | **管理人** | **备注** | **状态** |
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资产管理员： 部门负责人：

日期：

模板2

**2025年固定资产清查盘亏或丢失明细表**

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| **序号** | **资产编号** | **资产名称** | **管理部门** | **规格** | **型号** | **单价** | **原存放地** | **存放地点** | **管理人** | **备注** | **状态** |
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资产管理员： 部门负责人：

日期：

模板3

**2025年固定资产清查待报废或闲置明细表**

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| **序号** | **资产编号** | **资产名称** | **管理部门** | **规格** | **型号** | **单价** | **原存放地** | **存放地点** | **管理人** | **备注** | **状态** |
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资产管理员： 部门负责人：

日期：

模板4

**清查盘盈资产汇总明细表**

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| **序号** | **资产编号** | **资产名称** | **规格** | **型号** | **存放地点** | **管理人** | **备注** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
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| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
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| 12 |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |
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资产管理员： 部门负责人：

日期：

模板5

**\*\*（部门）资产清查工作报告（参考格式）**

**一、资产清查工作开展情况**

简述本部门资产清查的总体情况，包括人员安排、清查资产件数、账物相符情况等。

**二、资产清查结果**

1.盘盈（有物无账）资产情况（另附清单）

盘盈资产数量：\*（件）

主要原因：\*

2.盘亏（有账无物）资产情况（另附清单）

盘亏资产数量：\*（件）盘亏资产总金额：\*元

主要原因：\*

3.闲置或待报废资产情况

闲置或待报废资产数量：\*（件）

闲置或待报废资产总金额：\*元

主要原因：\*

4.丢失（含被盗）资产情况

丢失（含被盗）资产数量：\*（件）

丢失（含被盗）资产总金额：\*元

主要原因：\*

**三、部门资产管理中有无开展特色工作，以及存在的问题、原因及改进措施等。**

**四、对学校资产管理工作提出的建议和意见。**

**五、其他需要说明的情况。**

部门名称（盖章）：

负 责 人（签字）：

日期：