电脑设备内部调拨单

日期： 年 月 日

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| 设 备 调 出 部 门 填 写 栏 | 部门名称 | | | |  | | | | | 经手人 | | | |  | | | | |
| 调出设备用途 | | | |  | | | | | | | | | | | | | |
| 调出设备清单 | 设备名称 | | 品牌、型号、配置 | | | | | 数量 | | 购置  时间 | | | 原值 | | 净值 | 已使用期间数 | 与调入部门协商后的调剂价 |
|  | |  | | | | |  | |  | | |  | |  |  |  |
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| 财务复核 | | |  | | | 调出部门领导意见 | | | | |  | | | | | | |
| 设备调入部门填写栏 | 部门名称 | |  | | | | | | | 经手人 | | | | |  | | | |
| 调入设备用途： | | | | | | | | | | | | | | | | | |
| 调入部门领导意见： | | | | | | | | | | | | | | | | | |
| 设备接收人 | | |  | | | | 建卡人 | | | | |  | | | | | |
| 设备调入调出  主管部门意见 | | | | | |  | | | | | | | | | | | | |
| 信息技术中心意见 | | | | | |  | | | | | | | | | | | | |
| 财务部审批 | | | | | |  | | | | | | | | | | | | |
| 总裁室意见 | | | | | |  | | | | | | | | | | | | |
| 注： | | | | | | 如与调入部门协商后的调剂价与调出设备净值金额不同，则需财务部审批。 | | | | | | | | | | | | |