电脑设备报损报废审批表

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| 设 备 报 损 报 废 部 门 填 写 栏 | 部门名称 | | | | |  | | | | 经手人 | | |  | | | |
| 设备报损报废原因 | | | | |  | | | | | | | | | | |
| 报 损 报 废设备清单 | 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 | 处理 价格 | 损失(-)或收益 |
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| 合 计 | | | | | |  | ――― | | |  |  | ――― |  |  |
| 财务复核 | |  | | | | 营业部经理意见 | | | |  | | | | | |
| 设备报损报废部门的  主管部门意见 | | | | |  | | | | | | | | | | | |
| 信息技术中心意见 | | | | |  | | | | | | | | | | | |
| 财务部意见 | | | | |  | | | | | | | | | | | |
| 总裁室意见 | | | | |  | | | | | | | | | | | |