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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 固定资产 登录申请表 | | | | | | | | | | | | | | | | | | |
| 申请部门 | | 经营规划室 | | | 申请日期 | | | | 2018.6.25.. | | | 使用部门 | | | | | 生产车间 | |
| 资产登录CODE | | |  | | | | 登录日期 | | | | |  | | | | | | |
| 资产名称 | | | 三叉点电动叉车 | | | | 牌号/商标 | | | | | 力佐牌 | | | | | | |
| 型号/规格 | | | LZC1530Y | | | | 生产厂家 | | | | | 力佐工业设备（上海）有限公司 | | | | | | |
| 数量 | | | 1台 | | | | 资产价格（含税） | | | | | 85，000.00元 | | | | | | |
| 生产日期 | | | 2018.6.5. | | | | 进厂日期 | | | | | 2018.6.16. | | | | | | |
| 安装日期 | | | 2018.6.14. | | | | 安装位置 | | | | | 新厂房三楼使用 | | | | | | |
| 资产图片 | | | | | | | | | | | | | | | | | | |
| 前面  IMG_0262.JPG | | | | | | 左侧  IMG_0260.JPG | | | | | | | 右侧  IMG_0263.JPG | | | | | |
| 资产检查记录 | | | | | | | | | | | | | | | | | | |
| 检查项目 | | | | 检查内容 | | | 1次检查判定  (申请部门担当) | | | | 2次检查判定  (使用部门) | | | | | 备注 | | |
| 1.外观检查 | | | | 完好无损 | | | OK | | | | 2018年6月16日 | | | | |  | | |
| 2.构成品 | | | | 整机 | | | OK | | | |  | | | | |  | | |
| 3.设置状态 | | | | 零设置 | | | OK | | | |  | | | | |  | | |
| 4.操作 | | | | 完好，简易 | | | OK | | | |  | | | | |  | | |
| 5.试运转 | | | | 正常 | | | OK | | | |  | | | | |  | | |
| 6.其他 | | | |  | | |  | | | |  | | | | |  | | |
| 7.问题点 | | | |  | | |  | | | |  | | | | |  | | |
| 检查结果 | | | | | | | OK | | | |  | | | | | 已投入生产使用，反映良好好。 | | |
| 检查人签字 | | | | | | | 徐小民 | | | |  | | | | |  | | |
| 添加资料 | 1.合同书复印件  2.发票复印件  3.设计图/平面图  4.规格表 | | | | | | 决  裁 | 申请担当 | | 部门长 | | | | 购买 | 经营规划 | | | 财务 |
|  | |  | | | |  |  | | |  |

\*\*保存年限：1年。