|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 固定资产 登录申请表 | | | | | | | | | | | | | | | | | | |
| 申请部门 | | 经营规划室 | | | 申请日期 | | | | 2018.5.22.. | | | 使用部门 | | | | | 生产车间 | |
| 资产登录CODE | | |  | | | | 登录日期 | | | | |  | | | | | | |
| 资产名称 | | | 4#冷却塔 | | | | 牌号/商标 | | | | | 兴达牌 | | | | | | |
| 型号/规格 | | | BND-100 | | | | 生产厂家 | | | | | 嘉兴市兴达环保设备有限公司等 | | | | | | |
| 数量 | | | 1套 | | | | 资产价格（含税） | | | | | 201，000.00元 | | | | | | |
| 生产日期 | | | 2018.6.5. | | | | 进厂日期 | | | | | 2018.6.25. | | | | | | |
| 安装日期 | | | 2018.7.5. | | | | 安装位置 | | | | | 新厂房北侧 | | | | | | |
| 资产图片 | | | | | | | | | | | | | | | | | | |
| 前面  IMG_20180726_084849.jpg | | | | | | 俯视  IMG_20180726_104352.jpg | | | | | | | 泵房  IMG_20180712_134311.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7月16日 | | | | |  | | |
| 2.构成品 | | | | 整机 | | | OK | | | | OK | | | | |  | | |
| 3.设置状态 | | | | 零设置 | | | OK | | | | OK | | | | |  | | |
| 4.操作 | | | | 完好，简易 | | | OK | | | | OK | | | | |  | | |
| 5.试运转 | | | | 正常 | | | OK | | | | OK | | | | |  | | |
| 6.其他 | | | |  | | |  | | | |  | | | | |  | | |
| 7.问题点 | | | |  | | |  | | | |  | | | | |  | | |
| 检查结果 | | | | | | | OK | | | |  | | | | | 已投入生产使用，达到工艺要求，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。