**资产领用出库单**

**Stock Out**

**领用日期Date of receiving：12/20/2022 单号No.：**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **领用/使用人**  **Receiver/User** | **HQJ** | | **ID号码**  **ID no.** |  | | |  |
| **事业群**  **Group** |  | | **事业部**  **Dept.** |  | | | |
| **资产编号**  **Asset No.** | **资产名称**  **Asset Name** | **规格型号**  **Specification** | **需求单号**  **No. of Request Form** | | | **备注**  **Note** | |
| 1 | **MOUSE** | **LOGITECH B100** |  | | | **NEW** | |
|  |  |  |  | | |  | |
|  |  |  |  | | |  | |
| **领用部门审批** | **领用部门主管**  **Supervisor of receiver’s of Dept:** | |  | | **日期**  **Date:** |  | |
| **领用部门经理人**  **Manager of receiver’s of Dept:** | |  | | **日期**  **Date:** |  | |
| **资产管理部门审批** | **库管员**  **Stock Keeper:** | | **REYNAN** | | **日期**  **Date:** |  | |
| **台账管理员**  **Chart Keeper：** | |  | | **日期**  **Date:** |  | |
| **资产负责人**  **Head of Asset Dept:** | |  | | **日期**  **Date:** |  | |

**备注：1、所有的固定资产的领用出库均需领用部门主管及负责人审批，如无领用部门主管及负责人审批，库管员不得出库任何物品。**

**2、完成出库后请台账管理员及时更新台账并共享信息至集团财务中心。**