**广州体育学院教学行政设备更新优化**

**申购表**

受理编号： 日 期：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申请单位（部门） | | |  | | | | 经办人 | | |  | | |
| 申购主要物品 | | |  | | | | 预算总金额（元） | | |  | | |
| 申购部门意见： | | | | | | | | | | | | |
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| 签 字（盖章） | | | | | | | | | | | | |
| 申购资产清单 | 资产名称 | 品牌型号 | | 单件价值  （元） | | 用 途 | | 放置地点 | | | 使用人 | 是否有同类资产 |
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| 资 | 实物资产岗审核： | | | | 账务账资产岗审核： | | | | 预算审核： | | | |
| 产 |
| 办 |
| 审 |
| 核 |
| 意 |
| 见 |

**广州体育学院教学行政设备更新优化**

**申购表**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 申购资产审核清单 | 资产名称 | 品牌型号 | 使用人 | 放置地点 | 调剂/新购 | 审核预算(元) | 备注 |
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| 资产管理办公室负责人意见： | | | | | | | |
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|  | | | | | | | |
| 签字： | | | | | | | |

备注：单项设备申购预算参照广体[2022]103号文附件：《广州体育学院通用办公设备和办公家具配置标准》执行。