**固定资产实物台账**

资产使用部门： 填报日期： 年 月 日

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| 资产状态 | 资产编码 | 资产名称 | 规格型号 | 计量单位 | 供应商 | 购买日期 | 购买价格（元） | 损耗周期（月） | 所属组织 | 使用人签字 | 存放地点 | 资产分类 | 备注 |
| 在用 | NJCJ\_20220412\_064 | 6位办公桌+职员椅 | 办公桌\*12 2775W\*2400D\*1025H+职员椅\*48 | 套 | \*\*\* | 2022-04-12 | \*\*\* | 60 | 绿色智能制造团队 |  | 306办公室 | 办公家具 | 示例 |
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