**生命与环境科学学院退休或离职人员仪器设备、办公设备、办公家具等交接单**

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| 序号 | 设备或家具编号 | 设备或家具名称 | | 规格型号 | | | | 单价 | 购置日期 | 拟接收人 |
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| 序号 | 办公室空间 | | | | | | | | | 拟接收人 |
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| 序号 | 实验室空间 | | | | | | | | | 拟接收人 |
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| 交接申请 | | | 交接原由：  退休🞎 离职🞎 其他🞎  申请人（签名）  日期 | | | | | | | |
| 资产清单 | | | 资产管理员（签字）  实验中心办（盖章） | | | | | | | |
| 交接意见 | | | 意见：  同意🞎 不同意🞎  分管领导（签字）：  主要领导（签字）：  学院（盖章） | | | | | | | |
| 资产调拨单 | | | 资产管理员（签字）  实验中心办（盖章） | | | | | | | |
| 备注： | | | | | | | | | | |
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说明：①本表经上述有关单位盖章后交学院办公室办理退休或离职手续。

②本表不够填写可复制加页。