**附件3** 山东理工大学报废处置或闲置资产移交清单

移交单位： 本表一式两份，移交单位、接收单位各留存一份

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| 序号 | 资产信息 | | | | | 移交原因 | 闲置或盘盈资产 | | 使用人  签字 | 收交记录 | | | | | 备注 |
| 资产编号 | 资产名称 | 单价 | 购置日期 | 使用人 | 继续  留存 | 同意  调剂 | 账物  相符 | 条码  清晰 | 是否  破损 | 处置意见 | 处置结果 |
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移交单位： （盖章） 资产管理员： 单位负责人：

移交日期： 年 月 日 移交人： 接收人：