附件6：

**固定资产使用登记表**

使用处室：

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| 序号 | 资产名称 | 资产类别 | 资产编号 | 规格型号 | 接手日期 | 计量  单位 | 数量 | 单价 | 总价 | 存放地点及  变动情况 | 使用人及变  动情况 | 维修维护记录 | 备注 |
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注：此表由处室负责填制，并根据资产存放地点变动、人员变动情况等及时更新。