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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **固定資產盤點表** | | | | | | | | |
| **填寫日期\*：** | | | | | | | | |
| **盤點人\*** | |  | | | **盤點部門\*** | |  | |
| **盤點日期\*** | |  | | | | | | |
| **項次** | **資產編號\*** | | **資產名稱\*** | **數量\*** | **放置位置\*** | **管理人\*** | **購入時間\*** | **備註** |
|  |  | |  |  |  |  |  |  |