**附件1：固定资产折旧年限表**

**固定资产折旧年限表**

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| **固定资产类别** | **内容** | | | **折旧年限（年）** | |
| 房屋及构筑物 | 业务及管理用房 | | 钢结构 | 不低于50 | |
| 钢筋混凝土结构 | 不低于50 | |
| 砖混结构 | 不低于30 | |
| 砖木结构 | 不低于30 | |
| 简易房 | | | 不低于8 | |
| 房屋附属设施 | | | 不低于8 | |
| 构筑物 | | | 不低于8 | |
| 通用设备 | 计算机设备 | | | 不低于6 | |
| 办公设备 | | | 不低于6 | |
| 车辆 | | | 不低于8 | |
| 图书档案设备 | | | 不低于5 | |
| 机械设备 | | | 不低于10 | |
| 电气设备 | | | 不低于5 | |
| 雷达、无线电和卫星导航设备 | | | 不低于10 | |
| 通信设备 | | | 不低于5 | |
| 广播、电视、电影设备 | | | 不低于5 | |
| 仪器仪表 | | | 不低于5 | |
| 电子和通信测量设备 | | | 不低于5 | |
| 计量标准器具及量具、衡器 | | | 不低于5 | |
| 专用设备 | 探矿、采矿、选矿和造块设备 | | | 10-15 | |
| 石油天然气开采专用设备 | | | 10-15 | |
| 石油和化学工业专用设备 | | | 10-15 | |
| 炼焦和金属冶炼轧制设备 | | | 10-15 | |
| 电力工业专用设备 | | | 20-30 | |
| 非金属矿物制品工业专用设备 | | | 10-20 | |
| 核工业专用设备 | | | 20-30 | |
| 航空航天工业专用设备 | | | 20-30 | |
| 工程机械 | | | 10-15 | |
| **固定资产类别** | | **内容** | | | **折旧年限（年）** | |
|  | | 农业和林业机械 | | | 10-15 | |
| 专用设备 | | 木材采集和加工设备 | | | 10-15 | |
| 食品加工专用设备 | | | 10-15 | |
| 饮料加工设备 | | | 10-15 | |
| 烟草加工设备 | | | 10-15 | |
| 粮油作物和饲料加工设备 | | | 10-15 | |
| 纺织设备 | | | 10-15 | |
| 缝纫、服饰、制革和毛皮加工设备 | | | 10-15 | |
| 造纸和印刷机械 | | | 10-20 | |
| 化学药品和中药专用设备 | | | 5-10 | |
| 医疗设备 | | | 5-10 | |
| 电工、电子专用生产设备 | | | 5-10 | |
| 安全生产设备 | | | 10-20 | |
| 邮政专用设备 | | | 10-15 | |
| 环境污染防治设备 | | | 10-20 | |
| 公安专用设备 | | | 3-10 | |
| 水工机械 | | | 10-20 | |
| 殡葬设备及用品 | | | 5-10 | |
| 铁路运输设备 | | | 10-20 | |
| 水上交通运输设备 | | | 10-20 | |
| 航空器及其配套设备 | | | 10-20 | |
| 专用仪器仪表 | | | 5-10 | |
| 文艺设备 | | | 5-15 | |
| 体育设备 | | | 5-15 | |
| 娱乐设备 | | | 5-15 | |
| 家具、用具及装具 | | 家具 | | | 不低于15 | |
| 用具、装具 | | | 不低于5 | |

**附件2**

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| 资产管理台账 | | | | | | | | | | | | | | | | | | | | | | | | |
| 登记单位： 登记人： | | | | | | | | | | | | | | | | | | | | | | | | |
| **序号** | **资产名称** | **资产类别** | **资产来源** | **规模** | **资产所在地** | **资产登记入账时间** | **投入使用时间** | **资金来源构成** | | **使用状态** | | | | | **资产现状** | | | **预计使用年限** | **资产登记入账价值** | **资产数量** | **所有权人** | **使用权人** | **收益权人** | **备注** |
| **构成比例** | **其中：使用财政扶贫资金金额** | **在用** | **修缮** | **闲置** | **报废** | **调出** | **较好** | **一般** | **差** |
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附件3：资产移交表

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| 资产移交表 | | | | | | | | | | | | | | | | | |
| **序号** | **资产名称** | **资产类别** | **资产所在地** | **资产形成时间** | **资产规模** | **资产登记入账价值** | **资产数量** | **资金投入使用情况** | | | **资产形成过程手续完备情况** | **受益群体** | **移交资产建设档案明细** | **移交资产照片** | | **资产现状** | **备注** |
| **投资规模** | **资金来源** | | **实体资产照片材料** | **无形资产佐证材料照片** |
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| 移交方： | |  |  |  |  |  |  | 监交人： | | |  |  | 接受方： | | | | |
| 移交单位负人： | | |  |  |  |  |  | 监交单位负责人： | |  |  |  | 接受单位负责人： | |  |  |  |
| 移交时间 | |  |  |  |  |  |  | 监交时间： | |  |  |  | 接受时间： | |  |  |  |

附件4：资产盘点表

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| **资产盘点表** | | | | | | | | | | | | | | | | | | | |
| 盘点时间： | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **序号** | **资产名称** | **资产类别** | **资产来源** | **规模** | **资产所在地** | **资产登记入账时间** | **资产登记入账价值** | **使用状态** | | | | **资产现状** | | | **资产数量** | **所有权人** | **使用权人** | **收益权人** | **备注** |
| **在用** | **修缮** | **闲置** | **报废** | **较好** | **一般** | **差** |
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| 参盘单位： | | | | |  |  |  |  |  |  | 监盘单位 | |  |  |  |  |  |  |  |
| 参盘人： | |  |  |  |  |  |  |  |  |  | 监盘人： | |  |  |  |  |  |  |  |