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| 待报废软件资产处置明细表  部门名称： | | | | | | | | | | | | | | | | | |
| 软件  名称 | 固定资产编号 | 软件类别 | | | 报废原因 | | | | | | 是否有安装介质 | 安装情况（台） | | | 是否已卸载 | | |
| 一般办公 | 专项开发 | 其他  （写明） | 闲置 | 达不到  业务要求 | 版本陈旧 | 超授权期 | | 其他  （写明） | 服务器 | 台式机 | 笔记本 | 是 | 否 |
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|  |  |  |  |  |  |  | 日期： | | | 固定资产管理员： | | |  | 室主任： | |  |
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