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| 附件1 |  |  |  |  |  |  |
| 备用金申请表 | | | | | | |
|  | |  | | |  |  |
| 申请单位名称（盖章） | |  | | | | |
| 申请时间 | |  | | | | |
| 申请金额 | |  | | | | |
| 备用金管理人员姓名 | |  | | | | |
| 单位负责人意见 |  | | | | | |
| “三资”委托代理财政所意见 |  | | | | | |

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| 附件2 | |  |  |  |  |  |  |  |  |  |  |  |  |
| 农村集体资产登记表 | | | | | | | | | | | | | |
| 单位名称（盖章）： 填表时间： 年 月 日 | | | | | | | | | | | | | |
| 序号 | 资产名称 | 规格型号 | 计量单位 | 数量 | 单价 | 原价值 | 折旧 | 净值 | 使用状况 | 取得方式 | 取得日期 | 备注 | |
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| 村（居）委会负责人签名：　　　　　　　　　　村（居）委会成员签字：　　　　　　　　　　　村务监督委员会人员签字： | | | | | | | | | | | | | |
| 财政所负责人签名：　　　　 　　财政所复核人签字： | | | | | | | | | | | | | |

附件3

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 村报帐员登记表 | | | | | | | | | | | | |
|  |  | |  |  | |  | | |  |  | |  | |
| 填报村委会: | | | | |  | |  | 填报时间： | | |  | |
| 姓名 | 性别 | 年龄 | | | 学历 | | 身份证号 | | | | 职务 | |
|  |  |  | | |  | |  | | | |  | |
| 镇政府（盖章） | | | 财政所（盖章） | | | | 单位（盖章） | | | | | |