**成都信息工程大学仪器设备故障统计表**  填报单位（公章）：

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| **序号** | **设备名称** | **资产编号** | **存放地点** | **故障现象描述** | **故障处理建议** | **备注** |
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说明：1.使用单位每年年末将本年度仪器故障信息纸质及电子文档报资产管理处，教学仪器设备同时报送教务处，科研仪器设备同时报送科技处。

2. “设备名称”、“资产编号”、“存放地点”等均应与资产管理系统一致。

3. “故障现象描述”一栏简要填写仪器设备损坏的情况、部位等，并在“故障处理建议”栏中提出合理建议。

填表人（签字）： 单位负责人（签字）： 年 月 日