**后勤中心（资产）立项申请会审单**

学校名称：重庆人文科技学院

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| 项目名称 |  | | | | 编号 |  |
| 申报时间 |  | | 使用时间 | |  | |
| 概算金额 |  | | 资金来源 | |  | |
| 使用部门申请理由 | 部门（学院）负责人： 分管校长： | | | | | |
| 信息化建设处意见：  （涉及信息化硬软件项目） 分管校长意见： | | | | 教务处负责人意见： （涉及教学类项目） 分管校长意见： | | |
| 资产处意见 | |  | | | | |
| 审计处意见 | |  | | | | |
| 分管校长意见 | |  | | | | |
| 校长意见 | |  | | | | |
| 集团后勤中心会审意见 | | 中心副主任意见： | | | | |
| 集团后勤中心会审意见 | | 中心主任意见： | | | | |
| 董事长审核 | |  | | | | |

注：立项资料报财务处备案。

附件

**重庆人文科技学院**

**项目申报书**

**项目名称：**

**项目申报部门（盖章）：**

**部门负责人：**

**项目论证时间：**

**年 月 日 制**

**《项目申报书》填写要求及说明**

1. 《项目申报书》由项目建设单位负责编写。

2. 申报书编写：编写人员应客观、真实地填报，要求文字精炼、数据详实；

3. 《项目申报书》编号统一由后勤服务中心填写。

4. 专业性强的项目须邀请行业专家论证。

5. 文件规格：A4纸张、宋体四号、双面打印、简单装订成册；

6. 项目申报单位编制《项目申报书》，若项目表格不够或需要提出或补充更优化的内容及详细建设方案等，可另外增加 “附件”，并按顺序排列。

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| 项目名称 | | | | |  | | | | | | | | | | 建设方式 | | | | 新建 □ 改造 □ | | | | | |
| 项目预算金额（元）  (千分位格式填写) | | | | |  | | | | | | | | | | 资金来源 （财务填写） | | | | |  | | | | |
| 项目负责人 | | | | | 姓名 | | |  | | | | | | | 职务 | | | | |  | | | | |
| 电话 | | |  | | | | | | | E\_Mail | | | | |  | | | | |
| **一、现状分析、项目建设的用途和理由。** | | | | | | | | | | | | | | | | | | | | | | | | |
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| **二、项目建设预期达到的目标和投资效益预测** | | | | | | | | | | | | | | | | | | | | | | | | |
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| **三、仪器设备购置计划** | | | | | | | | | | | | | | | | | | | | | | | | |
| 1、仪器设备、软件等 | | | | | | | | | | | | | | | | | | | | | | | | |
| 设备名称 | 规格型号 | | | 数量 | | | 金额（万元） | | | | | | | 建议品牌（2－3个） | | | | | | | 是否为市场主流产品 | | | 安装地点 |
| 单价 | | | | 小计 | | |
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| 小计（万元） | | | | | | |  | | | | | | | | | | | | | | | | | |
| 2、家俱购置计划 | | | | | | | | | | | | | | | | | | | | | | | | |
| 实验家具名称 | | | 规格型号 | | | | 单 价 | | | 数量 | | | 预算金额 | | | | 实施时间 | | | | | 具体安装地点 | | | |
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| 小计（万元） | | | | | | |  | | | | | | | | | | | | | | | | | | |
| 3、环境改造计划 | | | | | | | | | | | | | | | | | | | | | | | | |
| 工程项目 | | 单位 | | | | 工程计量 | | | 材料费 | | | 人工费 | | | | 施工要求 | | | | | | | 备注 | |
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| 小计（万元） | | | | | |  | | | | | | | | | | | | | | | | | | |
| **四、项目建设场地和项目建设的基础条件** | | | | | | | | | | | | | | | | | | | | | | | | |
| **五、项目建设实施计划（时间安排）** | | | | | | | | | | | | | | | | | | | | | | | | |
| **六、项目使用管理人员、联系方式和管理制度（项目负责人和项目使用管理人员全程参与项目建设及验收、培训等，管理制度可另加附件）** | | | | | | | | | | | | | | | | | | | | | | | | |
| **七、项目建设部门论证意见：**  **参加论证人员签字：** | | | | | | | | | | | | | | | | | | | | | | | | |
| **八、项目建设部门承诺**  申报方案具有可行性、科学性、先进性、适用性和良好的性能价格比，项目批准后，本部门将严格遵守学校项目实施的相关规定和流程，积极配合项目实施职能部门共同做好建设工作。若论证方案不合理、填报内容失实或因此造成学校损失，按相关规定追究责任。  部门负责人签字：  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | |
| **九、分管校长意见：**  签字：  　　　　　　 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | |
| 备注： | | | | | | | | | | | | | | | | | | | | | | | | |