**中新国际联合研究院资产归还单**

**Sino-Singapore International Joint Research Institute**

**Assets Return Form**

资产归还单编号Form No:

基本信息 General Information

|  |  |  |  |
| --- | --- | --- | --- |
| 归还人员  Name |  | 归还日期  Date (YYYYMMDD) |  |
| 项目名称/平台名称  Project Title/Platform |  | | |

归还资产信息Assets information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 资产编号  Asset number | 名称  Item/Article | 规格型号  Specifications and Models | 序列号  Serial No | 归还时是否可用  Still in good working order? | 归还后放置地点1  Storage Location1 |
|  |  |  |  | Yes No\* |  |
|  |  |  |  | Yes No\* |  |
|  |  |  |  | Yes No\* |  |
| \*说明Specifications: | | | | | |

1: 由资产管理员填写 to be filled by assets manager

签名Signature Section

|  |
| --- |
| 我\_\_ \_(归还人)在此证明已将所有以上所列资产归还研究院  I (Name) hereby acknowledge that I have returned all assets indicated above to JRI  签名Signature:  日期Date: |
| 我\_\_ \_(资产管理员)在此证明领用/借用人已将所有以上所列资产归还研究院  I (assets manager) hereby acknowledge that I have received all assets indicated above  签名Signature:  日期Date:  备注Remarks: |

本单一式两份，一份由资产管理员保管，一份由归还人员保留.

This form shall be prepared in duplicate, the first copy shall be kept by Assets Manager and the other copy shall be kept by the staff who returned the assets.