**DIRECCION DE ADMINISTRACION Y FINANZAS**

**SUBDIRECCION DE ADMINISTRACION**

**DEPARTAMENTO DE SUMINISTROS Y ALMACENES**

**SOLICITUD DE BAJA DE BIENES MUEBLES**

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| SOLICITUD DE BAJA DE BIENES MUEBLES No. | 001/2013  |

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| EXPEDIENTE No. | 001/2013  | FECHA: | 08/02/2013  |

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| AREA SOLICITANTE: | Subdirección de Operación Radiofónica  |

**INFORMACION GENERAL DE LOS BIENES**

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| TIPO: | SILLAS | GRUPO: | 3624 | TOTAL: | 3 |

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| --- | --- |
| VALOR TOTAL DE ADQUISICION O DE INVENTARIO: | VALOR |

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| LOCALIZACION: | Subdirección de operación Radiofónica |

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| CAUSA DE BAJA: | Rota, en mal estado |

**DOCUMENTACION ANEXA PARA VERIFICACION FISICA DOCUMENTAL**

E J E M P L O

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| --- | --- | --- | --- | --- | --- | --- |
| TARJETAS DE CONTROL: | SI | X | NO | X | TOTAL: |  |

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| TARJETAS DE RESGUARDO: | SI | X | NO | X | TOTAL: |  |

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| **OTROS DOCUMENTOS:** |  |
|  |

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| **ANEXO RELACION DE BIENES MUEBLES, TOTAL:** | 3 |

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| **OBSERVACIONES:** |  |
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**(NOMBRE, CARGO Y FIRMA DEL TITULAR SOLICITANTE)**

**DIRECCION DE ADMINISTRACION Y FINANZAS**

**SUBDIRECCION DE ADMINISTRACION**

**DEPARTAMENTO DE SUMINISTROS Y ALMACENES**

**SOLICITUD DE BAJA DE BIENES MUEBLES**

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| SOLICITUD DE BAJA DE BIENES MUEBLES No. |  |

|  |  |  |  |
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| EXPEDIENTE No. |  |  |  |

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| --- | --- |
| AREA SOLICITANTE: |  |

**INFORMACION GENERAL DE LOS BIENES**

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| --- | --- | --- | --- | --- | --- |
| TIPO: |  | GRUPO: |  | TOTAL: |  |

|  |  |
| --- | --- |
| VALOR TOTAL DE ADQUISICION O DE INVENTARIO: |  |

|  |  |
| --- | --- |
| LOCALIZACION: |  |

|  |  |
| --- | --- |
| CAUSA DE BAJA: |  |

**DOCUMENTACION ANEXA PARA VERIFICACION FISICA DOCUMENTAL**

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| --- | --- | --- | --- | --- | --- | --- |
| TARJETAS DE CONTROL: | SI |  | NO |  | TOTAL: |  |

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| --- | --- | --- | --- | --- | --- | --- |
| TARJETAS DE RESGUARDO: | SI |  | NO |  | TOTAL: |  |

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| --- | --- |
| **OTROS DOCUMENTOS:** |  |
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| **ANEXO RELACION DE BIENES MUEBLES, TOTAL:** |  |

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| --- | --- |
| **OBSERVACIONES:** |  |
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**(NOMBRE, CARGO Y FIRMA DEL TITULAR SOLICITANTE)**