備品台帳

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| 番号 | 名称 | 規格・機種・型名 | 数量 | 単位 | 取得の状況 | 保管の状況 | 処分の状況 | 備考 |
| 取得年月日 | 取得金額 | 保管場所 | 管理責任者 | 処分年月日 | 内容 | 処分金額 |
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※　処分の内容は（廃棄・譲渡・売却・交換・その他）