Приложение №2

к Положению об учетной политике

по бухгалтерскому учету ГАУ РО

«Государственная экспертиза проектов»

***формы первичных документов***



|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ВЕДОМОСТЬ НАЧИСЛЕННОЙ АМОРТИЗАЦИИ ОСНОВНЫХ СРЕДСТВ** | | | | | | | | | | | |
| **№ \_\_ от \_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Организация: | |  | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |
| N п/п | Инвентарный номер | Наименование | Дата принятия к учету | Амортиза- ционная группа | Срок полезного использо- вания | Балансовая стоимость | Амортизация | | | Остаточная стоимость | Степень износа в % |
| за текущий месяц | ранее начислено | всего |

***Подпись ФИО***



|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Расчетный листок за \_\_\_\_\_\_\_\_\_\_\_ 202\_\_г. | | | | | | | | | | | |
| Учреждение: ГАУ РО "Государственная экспертиза проектов" | | | | | | | | | |  | | |
| **ФИО сотрудника** | | | | | |  | Отдел | | | | |
|
| **К выплате: сумма** | | | | | | Должность | | | | |
|
| Табельный номер | | | | | | |  | | | | |
| Общий облагаемый доход: | сумма |  | | | | |  | | | | |
| Применено вычетов по НДФЛ: | на "себя" |  | | | | на детей |  | имущественных | |  | |
|  | | | | | | | | | | | |
| Вид | Период | Отработано | | Оплачено | | Сумма | Вид | | Период | | Сумма |
| Дни | Часы | Дни | Часы |
| **1.Начислено** | | | | | | | **2. Удержано** | | | | |
| Расшифровка начислений |  |  |  |  |  |  | Расшифровка удержаний | |  | |  |
| Всего начислено | | | | | |  | Всего удержано | | | |  |
| **3. Доходы в натуральной форме** | | | | | | | **4. Выплачено** | | | | |
|  |  |  |  |  |  |  | Расшифровка перечислений | |  | |  |
| Всего натуральных доходов | | | | | |  | Всего выплат | | | |  |
| Долг за учреждением на начало месяца | | | | | |  | Долг за учреждением на конец месяца | | | |  |

1. Утверждаю:

Руководитель ГАУ РО

«Государственная экспертиза проектов»

Представление

по размеру процента ежемесячного премирования

работников бухгалтерии ГАУ РО «Государственная экспертиза проектов»

за \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_202\_\_г.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| № п.п. | ФИО работника | должность | таб. № | Процент ( % ) премирования, предложения | Замечания руководителя подразделения  ГАУ РО «Государственная экспертиза проектов» | | Итого  (в %) | |
| 1 |  |  |  |  | |  | |  | |
| 2 |  |  |  |  | |  | |  | |
|  |  |  |  |  | |  | |  | |

Начальник отдела подпись ФИО



**Утверждаю:**

Руководитель ГАУ РО

«Государственная экспертиза проектов»

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Предложения | | | | | | | | |
| по размеру квартальной премии | | | | | | | | |
| сотрудников | | | | | | | | |
|  | | | | | | | | |
| Государственного автономного учреждения Ростовской области «Государственная экспертиза проектной документации и результатов инженерных изысканий» | | | | | | | | |
| за \_\_\_\_ квартал 202\_\_г. | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| № | ФИО | Должность | Количество дней | | % соотношение | Фонд премирования | Наличие замечаний | Размер премии, руб. |
| норма | отработано |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Начальник | отдела |  | подпись |  | ФИО |  |  |
|  |  |  |  |  |  |  |  |  |

1. **Оценочный лист**

Наименование отдела\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Период\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ф.И.О. /должность работника | Выплата за интенсивность и высокие результаты работы | | | | Итого,% | Выплата за качество выполняемых работ | | | Итого,% |
| Своевременное и качественное выполнение работ, плановых заданий за отведенный период времени,% | Соблюдение трудовой дисциплины,% | Соблюдение Кодекса этики и служебного поведения, Положения о конфликте интересов в ГАУ РО,% | Творческий подход к выполнению порученной работы, применение в работе современных методов организации труда,% | Профессиональная подготовленность, % | Сложность и важность выполняемой работы, % | Степень самостоятельности и ответственности при выполнении поставленных задач,% |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Начальник отдела подпись ФИО

1. **Акт о замене запасных частей в основном средстве**

наименование учреждения

АКТ №\_\_\_

о замене запасных частей в основном средстве

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| № п/п | Дата проведения ремонтных работ | Наименование основного средства | Инвентарный номер | Перечень произведенных работ | Материалы, используемые при замене | | | |
| наименование | Номенклатурный номер | Единица измерения | количество |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(исполнитель) (подпись) (Ф.И.О.)

1. **Карточка учета работы автомобильной шины**

наименование учреждения

КАРТОЧКА

учета работы автомобильной шины №\_\_\_\_\_\_\_\_ (новой, восстановленной, прошедшей углубление рисунка протектора нарезкой, бывшей в эксплуатации)

(нужное подчеркнуть)

Обозначение (размер) шины\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Модель шины)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Порядковый (заводской) номер\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Дата изготовления (неделя, год)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Эксплуатационная норма пробега\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Завод-изготовитель новой шины или

шиноремонтное предприятие\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ответственный за учет работы шины\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| дата | Инвентарный номер автомобиля | Марка и модель автомобиля госномер | Показания спидометра при установке, тыс.км | Показания спидометра при снятии, тыс.км | Дата | | Технич. состояние шины при установке | Причины снятия шины с эксплуатации | Подпись водителя | Заключение комиссии по определени. Пригодности шины к эксплуатауии (на восстановление, углубление рисунка протектора, рекламации или в утиль) |
| установки шины | Снятия шины |
|  |  |  |  |  |  |  |  |  |  |  |

Председатель комиссии\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(должность) (подпись) (Ф.И.О.)

Члены комиссии: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Место для штампа организации |  | *Типовая форма № 3 Утверждена постановлением Госкомстата России от 28.11.97 №78* |

1. путевой лист легкового автомобиля \_\_\_\_\_\_ № \_\_\_\_

серия

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| « » \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 г. | | | | | | | | | | | | | | | |  | Коды | |
| Форма по ОКУД | | | | | | | | | | | | | | | |  | 0345001 | |
| Организация | | **ГАУ РО «Государственная экспертиза проектов»** | | | | | | | | | | | по ОКПО | | |  |  | |
|  | | наименование, адрес, номер телефона | | | | | | | | | | |  | | |  |  | |
| Марка автомобиля | | |  | | | | | | | | | | | | |  |  | |
| Государственный номерной знак | | | | | | |  | | | | | Гаражный номер | | | |  |  | |
| Водитель |  | | | | | | | | | | | Табельный номер | | | |  |  | |
| фамилия, имя, отчество | | | | | | | | | | | | | | | | | | |
| Удостоверение № | | | |  | | | | | Класс |  | | | |  | | | | |
| Лицензионная карточка | | | | | | стандартная, ограниченная | | | | | | | |  | | | | |
| ненужное зачеркнуть | | | | | | | |  | | | | |
| Регистрационный № | | | | |  | | | Серия | | |  | | | | № | | |  |

Предрейсовый (предсменный) контроль технического

состояния транспортного средства пройден

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

дата и время

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Задание водителю  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | В распоряжение | | | **ГАУ РО «Гос.экспертиза проектов»** | | | | | | | | |  | | | наименование | | | | | | | | |  | | | | | | | |  | |  | | организация | | | | | | | |  | | | | Адрес подачи | |  | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | Время выезда из гаража, ч, мин. | | | | | | | | | |  | | Диспетчер-нарядчик | | | |  | | | | |  |  | |  | | | | подпись | | | | |  | расшифровка подписи | |  | | | | | | | | | | | | Время возвращения в гараж, ч, мин. | | | | | | | | | |  | | Диспетчер-нарядчик | | | |  | | | | |  |  | |  | | | | подпись | | | | |  | расшифровка подписи | |  | | | | | | | | | | | | Опоздания, ожидания, простои в пути, заезды в | | | | | | | | | | | | гараж и прочие отметки | | | | |  | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | **Автомобиль сдал** | | | | | | | | | | | | **водитель** |  | | | | |  |  | | | | |  | подпись | | | | |  | расшифровка подписи | | | | | М.П. | | | | | | | | | | | | Автомобиль технически исправен   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Показание спидометра  при выезде, км | | | |  | | | | | | Выезд разрешен | | | | | | | | | | Механик | |  | | |  | |  | | |  | | подпись | | |  | | расшифровка подписи | | | Автомобиль в технически исправном состоянии принял | | | | | | | | | | Водитель | | |  | | |  | |  | |  | | | подпись | | |  | | расшифровка подписи | | Горючее | | | марка | код | | | | | |  | | |  |  | | | | | | Движение горючего | | | | | | | | | |  | | | | количество, л | | | | | | Выдано по заправочному листу № \_\_\_\_\_ | | | |  | | | | | | Остаток:  при выезде | | | |  | | | | | | при возвращении | | | |  | | | | | | Расход: по норме | | | |  | | | | | | фактический | | | |  | | | | | | Экономия | | | |  | | | | | | Перерасход | | | |  | | | | | | Автомобиль принял. Показание спидометра при возвращении в | | | | | | | | | | гараж, км | | | |  | | | | | | Механик |  | | | |  | |  | | |  | подпись | | | |  | | расшифровка подписи | | |

*Оборотная сторона формы № 3*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Номер по порядку | Код заказчика | Место | | Время | | | | Пройдено, км | Подпись лица, пользовавшегося автомобилем |
| отправления | назначения | выезда | | возвращения | |
| ч | мин | ч | мин |
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| **Результат работы автомобиля за смену:** | | | | | | **Расчет заработной платы:** | | | | | | | | |
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| всего в наряде, ч | | | |  | | за километраж, руб. коп. | | | | | | |  | |
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| пройдено, км | | | |  | | за часы, руб. коп. | | | | | | |  | |
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|  | | | | | | Итого, руб. коп. | | | | | | |  | |
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| Расчет произвел | | |  | |  | |  | | |  |  | | | |
|  | | | должность | |  | | подпись | | |  | расшифровка подписи | | | |
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| 1. **Акт инвентаризации оценочного обязательства по оплате отпусков**   ГАУ РО "Государственная экспертиза проектов" | | | | | | | | | | |  | |  | |  |  |  |  |  |  |  |  |  |
|  | (учреждение) | | | | | |  |  | | |  | |  | |  |  |  |  |  |  |  |  |  |
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|  | (структурное подразделение) | | | | | |  |  | | |  | |  | |  |  |  |  |  |  |  |  |  |
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|  | Основание для проведения инвентаризации: | | | | | | приказ | | | |  | |  | |  |  |  |  |  |  |  |  |  |
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|  |  | | | | | |  |  | | | Номер документа | | | | Дата составления | | | | | |  |  |  |
|  |  | | | | | | **АКТ** | | | |  | |  | |  |  |  |  |  |  |  |  |  |
|  | **инвентаризации оценочного обязательства по оплате отпусков** | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |
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| Акт составлен комиссией о том, что по состоянию на « | | | | | | | | » | | |  | |  | |  |  | г. проведена инвентаризация | | | | | | |
| оценочного обязательства по оплате отпусков | | | | | | | | | | |  | |  | |  |  |  |  |  |  |  |  |  |
| При инвентаризации установлено следующее: | | | | | | | | | | |  | |  | |  |  |  |  |  |  |  |  |  |
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| Ф.И.О. сотрудников | | | | | | |  | Величина оценочного обязательства (с учетом взносов), руб. | | | | | | | | | | Корректировка оценочного обязательства (к увеличению (+), к уменьшению (-)), руб.  (гр. 3 - гр. 2) | | | | | |
|  |  | | | | | |  | по данным бухгалтерского учета (счет 0 401 60 000) | | | | | по результатам расчета | | | | | | | |  |  |  |
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| Все подсчеты итогов по строкам, страницам и в целом по акту инвентаризации проверены. | | | | | | | | | | | | | | | | | | | | | | | |
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| Председатель комиссии | | | | | | |  |  | | |  | |  | |  |  |  |  |  |  |  |  |  |
|  |  | | | | | | (должность) | | | | | | (подпись) | | | |  | (расшифровка подписи) | | | | | |
| Члены комиссии: | | | | | | |  |  | | |  | |  | |  |  |  |  |  |  |  |  |  |
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