**VALE DE PRÉSTAMO**

**ARCHIVO DE CONCENTRACIÓN**

FOLIO:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| UNIDAD ADMINISTRATIVA: | | | | | | |  | | | | | | | | | | | | |
| FECHA: |  | | | | | | | | | | TIPO DE PRÉSTAMO: | | | |  | | | | |
|  |  | | | | | | | | | |  | | | | |  | | | |
| **DATOS DEL USUARIO** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| NOMBRE: | |  | | | | | | | | | | | | No. IDENTIFICACIÓN: | | | |  | |
| PUESTO: | |  | | | | | | | | | | | | | | | | | |
| ÁREA DE ADSCRIPCIÓN: | | | | | |  | | | | | | | | UBICACIÓN: | |  | | | |
| TELÉFONO Y/O EXTENSIÓN: | | | | | | |  | | | | | | CORREO ELECTRÓNICO: | | | | |  | |
|  | | | | | | |  | | | | | |  | | | | |  | |
| **DATOS DEL EXPEDIENTE** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| TRANSFERENCIA No. | | | |  | | | | | | ASUNTO: | | | | | | |  | | |
|  | | | |  | | | | | |  | | | | | | |  | | |
| NÚMERO CONSECUTIVO DEL EXPEDIENTE: | | | | | | |  | | | | | | | | TOTAL DE EXPEDIENTES: | | | |  |
|  | | | | | | |  | | | | | | | |  | | | |  |
| NÚMERO CONSECUTIVO DE LEGAJO: | | | | | | | | |  | | | | | | TOTAL DE LEGAJOS | | | |  |
| NÚMERO TOTAL DE FOJAS: | | | | | | | | |  | | | | | |  | | | |  |
| UBICACIÓN TOPOGRÁFICA: | | | | | | | |  | | | | | | | | | | | |
| FECHA DE DEVOLUCIÓN: | | | | |  | | | | | | | FECHA DE PRÓRROGA:  (EN SU CASO) | | | |  | | | |
| OBSERVACIÓN: | | |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- |
| **Nombre y firma del Solicitante**  **Cargo** | **Nombre y firma de quien Autoriza** | **Nombre y firma de encargado**  **Archivo de Concentración** |