**5. A NE X O**

**F O R M A T O S.**

Todos los formatos están diseñados en *Excel*; a excepción de los formatos de actas y minutas, diseñadas en *Word*, y el organigrama su diseño es libre. Procure incorporar los datos en forma automatizada y del propio sistema informático. Los archivos se entregarán en forma electrónica e impresa, excepción de los padrones de contribuyentes: multas, catastro, licencias, beneficiarios de programas y todos aquellos que contengan bases de datos voluminosas, éstos se entregarán en formato electrónico. Cuando se utilicen más de una hojas iguales de un mismo formato deberá numerarla (ejemplo: en una serie de cuatro, 1/4, 2/4, 3/4 y 4/4).

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**Acta de Entrega- Recepción 2012.**

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Municipio: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

En la ciudad de \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Colima, a las \_\_\_\_ horas del día 16 de octubre de 2012, en las instalaciones ocupa el Despacho de \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ubicado en la calle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ número \_\_\_\_ y de conformidad a las disposiciones contenidas en los artículos 87 y 88, de la Constitución Política del Estado Libre y soberano de Colima; 30, 33 y 34 de la Ley del Municipio Libre del Estado de Colima; se constituyeron física y legalmente para proceder al acto de Entrega-Recepción, los siguientes participantes.---

1) Autoridad saliente, el C.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, encargado del Despacho de \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, según nombramiento expedido por el C.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, de fecha\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ quien manifiesta tener \_\_\_\_ años de edad, estado civil \_\_\_\_\_, domiciliado en la calle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ número \_\_\_\_ de la colonia \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, identificándose, además de su nombramiento con su credencial para votar expedida por el Instituto Federal Electoral con número \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.-----------------------------------------

2) Autoridad entrante, el C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, asignando mediante escrito de Presidente Electo de fecha \_\_\_\_ para recibir el Despacho de \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**,** quién manifiesta tener \_\_\_\_ años de edad, estado civil \_\_\_\_\_\_\_, domiciliado en la calle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ número \_\_\_\_ de la colonia \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e identificándose con su credencial para votar expedida por el Instituto Federal Electoral con número \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.---------------------------------------

3) Testigo autoridad saliente, el C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, quien manifiesta tener \_\_\_\_ años de edad, estado civil \_\_\_\_\_, domiciliado en la calle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ número \_\_\_\_ de la colonia \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , e identificándose con su credencial expedida por el Instituto Federal Electoral número \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.---------------------------

4) Testigo autoridad entrante, el C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, quien manifiesta tener \_\_\_\_ años de edad, estado civil \_\_\_\_\_, domiciliado en la calle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ número \_\_\_\_ de la colonia \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, e identificándose con su credencial para votar expedida por el Instituto Federal Electoral número \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.---------------

5) Y, el Testigo asistente, el C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, quien manifiesta tener \_\_\_\_ años de edad, estado civil \_\_\_\_\_, domiciliado en la calle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ número \_\_\_\_ de la colonia \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, identificándose con su credencial para votar expedida por el Instituto Federal Electoral con número \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ y , acredita su representación del Órgano de Auditoría y Fiscalización Gubernamental del Estado con su credencial con fotografía número \_\_\_\_\_\_\_\_\_\_\_expedida por el Auditor Superior del Estado.-----------------------------------------------

Acto continuo, se procede a efectuar la entrega-recepción física de los recursos financieros, presupuestales, humanos, materiales y de todos los informes y asunto de competencia del Despacho. Los documentos se presentan conforme los lineamientos y normativa descrita en el Manual de Entrega Recepción Municipal 2012 del Órgano Superior de de Auditoría y Fiscalización Gubernamental del Estado. Se procede a entregar y recibir \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cantidad en letra) anexos que contienen los siguientes documentos:

G1. Acta de entrega-recepción.

G2. Organigrama y estructura de la organización.

G3. Plantilla de personal adscrito.

G4. Inventario de mobiliario y equipos cómputo.

G5. Inventario de papelería y consumibles.

G6. Inventario y corte de formas valoradas.

G7. Inventario de vehículos, maquinaria y sus equipamientos.

G8. Inventario equipo.

G9. Inventario de materiales.

G10. Inventario de inmuebles.

G11. Inventario de contratos y convenios que impliquen una obligación.

G12. Inventario de contratos y convenios que impliquen una beneficio.

G13. Inventario expedientes en archivo.

G14. Relación de asuntos pendientes.

G15. Inventarios diversos.

G16. Inventario de acervo bibliográfico.

G17. Inventario de archivo de concentración.

G18. Constancia de no adeudo con la Tesorería Municipal.

T1. Estado de Situación Financiera.

T2. Estado de Ingresos y Egresos.

T3. Estado de origen y aplicación de recursos.

T4. Corte de caja.

T5. Estado de Ejercicio del Presupuesto y detalle de modificaciones presupuestales.

T6. Relación de Modificaciones al Presupuesto.

T7. Relación de cuentas de Balance.

T8. Conciliaciones bancarias.

T9. Entrega de chequeras y cambio de registro de firmas.

T10. Padrón de contribuyentes (predial, catastro, licencias de funcionamiento.

T11. Relación de rezagos.

T12. Relación de multas.

T13. T13. Relación de juicios sin concluir.

T14. T14. Relación de Proceso Administrativos de Ejecución sin concluir o pendientes.

T15. Entrega inventario de de caja de seguridad (combinación, inventario contenido).

T16. Estado de Deuda Pública.

T17 Inventario de bienes embargados por Tesorería.

Asimismo el titular saliente, acepta que durante un término de quince días contados a partir de esta fecha, si la autoridad municipal le requiere, concurrirá a proporcionar la información adicional o las declaraciones necesarias en relación con los asuntos y recursos que estuvieron bajo su responsabilidad y se obliga a informar al Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado en casode cambio de domicilio ya que conforme a la Ley Estatal de Responsabilidades de los Servidores Públicos, en su artículo 74 , su responsabilidad administrativa prescribe hasta en tres años, por consiguiente, tendrán disponibilidad si ésta le llama, durante ese período, para alguna aclaración o diligencia relacionada con el desempeño de su gestión.**----------------------------------------------------------**Leída la presente acta por los participantes conformes con su contenido, entregada y recibida la documentación y entregado y recibidos físicamente los bienes detallados en los anexos; las partes y testigos, dan por terminada esta diligencia siendo las \_\_\_\_ horas **(\_\_\_\_\_\_\_)** del día 16 de octubre de 2012. Se expide la presente acta en original y dos tantos; se entrega un tanto a la autoridad entrante, otro a la saliente y el tercer tanto al testigo asistente del Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado, al margen y al calce todas y cada una de las hojas utilizadas y al final de la presente acta, los que en ella intervinieron, para su ratificación.- - - - - - - - - - - - - - - - - - - - - - - - - - - - -- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - c o n s t e. - - - - -- - - - - - - - - - - - - - - - - - - - -

**Dependencia \_\_\_\_\_\_(sello)**

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| **Entrega**: C. Servidor público **Recibe:** C. Servidor público |
| del H. Ayuntamiento saliente del H. Ayuntamiento entrante |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Testigo**: del C. Servidor Público **Testigo**: del C. Servidor público |
| del H Ayuntamiento saliente del H. Ayuntamiento entrante |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Testigo de asistencia:**  Por Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado  C. |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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**Grupo 1 General**

G2. Organigrama.

Municipio: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**G3. Plantilla de personal adscrito. ENTREGA- RECEPCIÓN 2012**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| Núm. progresivo | Nombre trabajador | Sindicalizado | Confianza | Eventual | Honorarios | Otros | Fecha de Ingreso | Tipo contratación | Cargo | Área de adscripción |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**G4. Inventario de mobiliario y equipos cómputo.**  **ENTREGA- RECEPCIÓN 2012**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Núm. progresivo | No de Inventario | Descripción del equipo | Marca | Modelo | Serie | Estado actual | Usuario Responsables | Resguardo |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**G5. Inventario de papelería y consumibles.**  **ENTREGA- RECEPCIÓN 2012**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| Núm. progresivo | Cantidad | Unidad de medida | Descripción del artículo | Sello Oficial | Libre | Ubicación | Responsable |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**G6. Inventario y corte de formas valoradas.**  **ENTREGA- RECEPCIÓN 2012**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| Núm. progresivo | Descripción forma oficial | Folio del: | Folio al: | Último número utilizado | Fecha de la última forma utilizada | Forma expedida a nombre de: |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**G7. Inventario de vehículos, maquinaria y sus equipamientos.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| Núm. progresivo | No de Inventario | Descripción del equipo | Marca | Modelo | Serie | Placa | Estado actual | Usuario Responsable | Resguardo |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**G8. Inventario equipo de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ENTREGA- RECEPCIÓN 2012**

**\***( herramienta, topografía, radios, protección, comunicación, especiales).

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| Núm. progresivo | No de Inventario | Descripción del equipo | Marca | Modelo | Serie | Otros (calibre) | Estado actual | Usuario Responsable | Resguardo |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* **\*Hacer anexos para cada tipo de equipo.**

**G9. Inventario de materiales (alimentos, medicamentos, sustancias).**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| Núm. progresivo | Descripción del material | Unidad de Medida | Cantidad | Indicaciones especiales | Usuario Responsable |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**G10. Inventario de inmuebles.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| Núm. progresivo | Clave catastral | Ubicación del inmueble | Superficie m₂ | Construcción m₂ | Valor Catastral | Uso | Datos de Escritura |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**G11. Inventario de contratos y convenios que impliquen una obligación.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| Núm. progresivo | Tipo de contratación | Objeto | Partes | Fecha de Inicio | Fecha de Término | Vigencia | Valor de la obligación (pesos) | Observación |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**G12. Inventario de contratos y convenios que impliquen un beneficio.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| Núm. progresivo | Tipo de contratación | Objeto | Partes | Fecha de Inicio | Fecha de Término | Vigencia | Beneficio (pesos) | Observación |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

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| **G13. Inventario expedientes en archivo.** | | | | |  |  |  |  | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  | **ENTREGA- RECEPCIÓN 2012** | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | |
| Núm. progresivo | | Descripción de contenido | Folio de Inventario | | Fecha de inicio de archivo | Fecha último documento en archivo | Número de hojas | Comentarios y Observaciones | |
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| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
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| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado \* INCLUYE ACTAS.* | | | | | | | | | |
| **G14. Relación de asuntos pendientes.** | | | |  | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ENTREGA RECEPCIÓN 2012 | | | | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | |
| Núm. progresivo | Descripción del asunto pendientes | | | Indicaciones | | | | |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado \* INCLUYE ACTAS.*

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| **G15. Inventarios diversos.** | | | | | | |  | | | | | | |  | | | |  |  | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | **ENTREGA- RECEPCIÓN 2012** | | | | | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | | | | | | | | | | | | | | | |
| Núm. progresivo | | | Núm. de Inventario | Descripción del artículo | | | Características de identificación | | | | | | | Usuario Responsables | | | | Ubicación | Restricciones de uso | | | | |
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| Primer ejemplar autoridad entrante | | | | | | | | | | | | | | | | | | | | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | |
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| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | |  | | | | | | |  | | | |  |  | | | | |
| **G16. Inventario de biblioteca.** | | | | | | |  | | | | | | |  | | | |  |  | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | **ENTREGA- RECEPCIÓN 2012** | | | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | | | | | | | | | | | | |
| Núm. progresivo | | Núm. de Inventario | | Título del Libro o Publicación | | Autor | | | Editorial | | Tema | | | | Ubicación | | | | | |
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| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | | |  | | | | |  | | | |  | | |  | |
| **G17. Inventario de archivo de concentración** | | | | | | | | | | | |  | | | |  | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | **ENTREGA- RECEPCIÓN 2012** | | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | | | | | | | | | | | | | | |
| Núm. progresivo | Núm. de Inventario | | | | Descripción del contenido | | | | | Ubicación | | | | | | Observación | | | | | | |
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| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | |
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Tercer ejemplar: OSAFIG *\* INCLUYE ACTAS.*

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| **G18. Constancia de no adeudo con la Tesorería Municipal** |  |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **ENTREGA- RECEPCIÓN 2012** |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | |

**--------------------------------------------------------------------------------A C T A--------------------------------------------------------------------------------------**

En la ciudad de \_\_\_\_\_\_\_\_, Colima, a las \_\_\_\_ horas del día 15 de octubre de 2012, yo el Tesorero Municipal C.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ expido la presente constancia al C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ quién se desempeñó como servidor público en la administración municipal saliente, constatando que a la fecha que se expide la presente, el citado servidor público no tiene adeudos con ésta Tesorería a mi cargo por cantidad alguna de dinero o valores que se le haya entregado durante su encargo o para desempeñar alguna comisión o diligencia inherente a su función o despacho. Esta constancia excluye adeudos de contribuciones si los tiene. Se extiende la presente a petición del interesado, para los efectos administrativos que a él convengan.

El Tesorero Municipal

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(Sello)

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| **T1. Estado de Situación Financiera al 15 octubre 2012\*.** | | | |  | |  | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | **ENTREGA- RECEPCIÓN 2012** | |  | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | |
| **BALANCE GENERAL AL 15 DE OCTUBRE DEL 2012** | | | | | | | |
| No. Cuenta Mayor | Cuenta | Importe (pesos) | No. Cuenta Mayor | Cuenta | | Importe (pesos) | |
|  | **ACTIVO** |  |  | **PASIVO** | |  | |
|  | **ACTIVO CIRCULANTE** | $ |  | **CORTO PLAZO** | | $ | |
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|  | **ACTIVO FIJO** | $ |  | **LARGO PLAZO** | |  | |
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|  |  |  |  | **PATRIMONIO** | | $ | |
|  |  |  |  | **PATRIMONIO** | |  | |
|  |  | $ |  |  | | $ | |
|  | **ACTIVO DIFERIDO** |  |  |  | | $ | |
|  |  | |  | **SUMA DEL PATRIMONIO** | |  | |
|  | **SUMA DEL ACTIVO** | **$** |  | **SUMA DEL PASIVO Y PATRIMONIO $** | | | |
| Primer ejemplar autoridad entrante | | | | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Tercer ejemplar: OSAFIG | | \* El Estado de Situación Financiera del formato del sistema contable. | | | | | |
| **T2. Estado de Ingresos y Egresos\*.** | | | | |  | |  | |  |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | **ENTREGA- RECEPCIÓN 2012** | |  | |  |  |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | | |

**ESTADO DE ACTIVIDADES DEL 1 DE ENERO AL 15 DE OCTUBRE DE 2012**

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| --- | --- | --- | --- |
| Número Cuenta Mayor | Cuenta | | Importe (pesos) |
|  | **INGRESOS** | | **$** |
|  | IMPUESTOS | |  |
|  | DERECHOS | |  |
|  | PRODUCTOS | |  |
|  | APROVECHAMIENTOS | |  |
|  | PARTICIPACIONES | |  |
|  | RECURSOS FEDERALIZADOS | |  |
|  | INGRESOS EXTRAORDINARIOS | |  |
|  | **EGRESOS** | | **$** |
|  | SERVICIOS PERSONALES | |  |
|  | MATERIALES Y SUMINISTROS | |  |
|  | SERVICIOS GENERALES | |  |
|  | SUBSIDIOS DIVERSOS | |  |
|  | TRANSFERENCIAS | |  |
|  | EROGACIONES EXTRAORDINARIAS | |  |
|  | EROGACIONES RAMO 33 | |  |
|  | EROGACIONES PROGRAMAS FEDERALES | |  |
|  | INVERSIÓN EN OBRA PÚBLICA | |  |
|  | INVERSIÓN EN EQUIPAMIENTO | |  |
|  | **MODIFICACIONES AL PATRIMONIO** | | **$** |
| Primer ejemplar autoridad entrante | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Tercer ejemplar: *OSAFIG* | | \*El Estado de Resultados del formato del sistema contable. | | |

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| **T3. Estado de origen y aplicación de recursos\*.** |  |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **ENTREGA- RECEPCIÓN 2012** |  |
| Dependencia:\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | |  |

**ESTADO DE ORIGEN Y APLICACIÓN DE RECURSOS DEL 1 DE ENERO AL 15 DE OCTUBRE DE 2012**

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| --- | --- | --- |
| No. Cuenta Mayor | Cuenta | Importe (pesos) |
|  | **ORIGEN DE RECURSOS** |  |
|  | RECURSOS PROPIOS EN EL ACTIVO: |  |
|  |  |  |
|  | RECURSOS AJENOS EN EL PASIVO: |  |
|  |  |  |
|  | EN EL PATRIMONIO: |  |
|  | **SUMA** |  |
|  | **APLICACIÓN DE RECURSOS** |  |
|  | AUMENTO DE ACTIVO: |  |
|  |  |  |
|  | DISMINUCIÓN DE PASIVO: |  |
|  |  |  |
|  | PATRIMONIO |  |
|  | **SUMA** |  |
| Primer ejemplar autoridad entrante | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* \*Este estado financiero no es necesario convertirlo a Excel; puede presentarse en el formato del sistema contable.

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| **T4. Corte de caja\*.** | |  |  | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **ENTREGA- RECEPCIÓN 2012** | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | |
| **CORTE DE CAJA AL 15 DE OCTUBRE DE 2012** | | | | |
| No. Cuenta Mayor | Cuenta | | | Importe (pesos) | |
|  | **INGRESOS** | | |  | |
|  | EN INGRESOS | | | $ | |
|  | EN ACTIVO | | |  | |
|  | EN PASIVO | | |  | |
|  | EN PATRIMONIO | | |  | |
|  | EXISTENCIA ANTERIOR EN EFECTIVO BANCOS Y VALORES FINANCIEROS | | |  | |
|  |  | | |  | |
|  | **EGRESOS** | | |  | |
|  | EN EGRESOS | | | $ | |
|  | EN ACTIVO | | |  | |
|  | EN PASIVO | | |  | |
|  | EN PATRIMONIO | | |  | |
|  | EXISTENCIA FINAL | | |  | |
|  | EXISTENCIA FINAL EN EFECTIVO BANCOS Y VALORES FIONANCIEROS | | |  | |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* \*Este estado financiero del formato del sistema contable.

**T5. Estado de Ejercicio del Presupuesto y detalle de modificaciones presupuestales.\***

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| **ESTADO DE EJERCICIO DEL PRESUPUESTO POR UNIDAD ADMINISTRATIVA Y POR CONCEPTO DE GASTO AL 15 OCT 2012** | | | | | | |
| Centro de Costos-número de cuenta Mayor número partida | Cuenta\*\* | Presupuesto | | | Ejercido | |
| Anual | En el mes | Acumulado | En el mes | Acumulado |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *OSAFIG \*Se puede utilizar el formato del sistema contable. \*\* Todas las cuentas y sus niveles de subcuentas*

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| **T6. Relación de Modificaciones al Presupuesto.** | | | |  |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **ENTREGA- RECEPCIÓN 2012** | |  |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | |
| **RELACIÓN DE MOVIMIENTOS AL PRESUPUESTO DEL 1º ENERO AL 15 DE OCTUBRE DE 2012** | | | | |  |
| CENTRO DE COSTOS Y CUENTA DE MAYOR | CUENTA | NUMERO DE ACTA DE SESIÓN DE CABILDO | INCREMENTOS | DISMINUCIÓN | TRANSFERENCIA |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**T7. Relación de cuentas de Balance\*** (detalle de cada cuenta del balance y acompañar con sus respectivos sustentos).

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ENTREGA- RECEPCIÓN 2012**

Dependencia :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

**RELACIÓN DE LA CUENTA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CON SALDOS AL 15 DE OCTUBRE DE 2012**

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| --- | --- | --- | --- | --- | --- | --- |
| NUMERO DE CUENTA | FECHA DE REGISTRO | NOMBRE O CONCEPTO | DOCUMENTO SUSTENTO | ANTIGÜEDAD | VENCIMIENTO | IMPORTE (pesos) |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

\*Bancos, Inversiones, Fondos de Caja Chica, Deudores, Gastos por Comprobar, Cuentas por Cobrar, Bienes Inmuebles, Bienes Muebles, Equipamiento, Depósitos en Garantía, Pagos Anticipados, Sueldos y Honorarios por Pagar, Prestaciones Salariales Devengadas pendientes de Pago, Impuestos por Pagar, Retenciones en Sueldos por Pagar, Depósitos recibidos en Garantía, etc..

**T8. Conciliaciones bancarias.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

|  |  |  |  |
| --- | --- | --- | --- |
| **CONCILIACIÓNES DE CUENTS EN BANCOS AL 15 DE OCTUBRE DE 2012\*** | |  |  |
| NÚMERO DE CUENTA | BANCO | IMPORTE |  |
|  | Saldo en Bancos al 14 de Octubre de 2012 | $ |  |
|  | Mas: |  |  |
|  | Cargos Nuestros |  |  |
|  | Cargos del Banco |  |  |
|  | Menos: |  |  |
|  | Depósitos Nuestros |  |  |
|  | Depósitos del Banco |  |  |
|  | Saldo en Libros al 14 de Octubre de 2012 | $ |  |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**T 9.Entrega de chequeras y cambio de registro de firmas.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| **RELACIÓN DE CHEQUERAS DE CUENTAS EN BANCOS.** | |  |  |
| CUENTA REGISTO CONTABLE | BNCO Y NÚMERO DE CUENTA | DEL NÚMERO | AL NÚMERO |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**T10. Padrón de contribuyentes (predial, catastro, licencias bebidas alcohólicas, licencias giros diversos).**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

**PADRÓN DE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AL 15 DE OCTUBRE DE 2012**

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| CLAVE DE IDENTIFICACIÓN | NOMBRE CONTRIBUYENTE | DATOS DE IDENTIFICACIÓN\* | BASE DE CÁLCULO DE CONTRIBUCIÓN | CONTRIBUCIÓN 2012 | STATUS DE PAGO |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

\*VARIAN SEGÚN EL TIPO DE PADRÓN.

**T11. Relación de rezagos.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

**REZAGO EN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AL 15 DE OCTUBRE DE 2012**

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| CLAVE DE IDENTIFICACIÓN | NOMBRE CONTRIBUYENTE | DOMICILIO | BASE DE CÁLCULO DE CONTRIBUCIÓN | CONTRIBUCIÓN 2012 | CONTRIBUCIÓN AÑOS ANTERIORES | ACCESORIOS | IMPORTE TOTAL |
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| SUMA |  |  |  |  |  |  |  |

Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**T12. Relación de multas.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| **MULTAS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AL 15 DE OCTUBRE DE 2012** | | | | | | | | | |
| CLAVE DE REGISTRO | ORIGEN DE LA MULTA | VIOLACIÓN | SUSTENTO LEGAL | INFRACTOR | DOMICILIO | FECHA DE EXPEDICIÓN | IMPORTE | ACCESORIOS | STATUSS PROCEDIMIENTO DE EJECUCIÓN |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**T13. Relación de Juicios sin concluir.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

**JUICIOS SIN CONCLUÍR 15 DE 0CTUBRE DE 2012**

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| NÚMERO DE EXPEDIENTE | JUZGADO | PROMOVIDO EN CONTRA DE | CARACTERÍSTICAS | FECHA DE INICIO | IMPORTE RECLAMO | STATUS |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**T14. Relación de diligencias Proceso Administrativos en Ejecución sin concluir o pendientes.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

**DILIGENCIAS PROCEDIMIENTOS DE EJECUCIÓN SIN CONCLUÍR AL 15 DE OCTUBRE DE 2012**

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| NÚMERO DE CONTROL | NOMBRE DEL CONTRIBUYENTE | DOMICILIO | COTRIBUCIÓN NO PAGADA | FECHA DE VENCIMIENTO | FECHA DE INICIO PROCESO | IMPORTE CONTRIBUCIÓN | ACCES  ORIOS | STATUS |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**T15 Entrega inventario de de caja de seguridad (combinación, inventario de contenido)**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

**INVENTARIO DE CAJA DE SEGURIDAD Y COMBINACIÓN\* AL 15 DE OCTUBRE DE 2012**

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| CANTIDAD | DESCIPCIÓN DEL DOCUMENTO | PARCIAL | IMPORTE |
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Primer ejemplar autoridad entrante

Recibí documentos y combinación de la caja: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Contaduría*

\*LA COMBINACIÓN DE LA CAJA SE ENTREGA EN SOBRE CERRADO

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

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| **T16. Estado de Deuda Pública.** | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | **ENTREGA- RECEPCIÓN 2012** | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | |
| **ESTADO DE DEUDA PÚBLICA AL 15 DE OCTUBRE DE 2012** | | | | | | | |
| Número de Registro | Institución | Importe de la Deuda | Capital Amortizado | Saldo por Amortizar | Amortización mensual | Fecha Vencimiento C/mes | Fecha Vencimiento Final |
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| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |  |
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| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | |  |

**T17. Inventario de bienes embargados por Tesorería.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| **Inventario de bienes embargados por Tesorería.** | | | | | | | | | | |
| Núm. Progre  sivo | Control Inventario | Descripción del bien mueble o inmueble | Datos de Identificación del bien mueble o inmueble | Valor del bien mueble o inmueble (pesos) | Ubicación del Bien mueble o inmueble | Datos del Crédito Fiscal liquidado con Embargo | | | | |
| Clave de Control | Nombre | Domicilio | Contribución Pagada | Accesorios |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

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| **OM1. Plantilla de personal.**  Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA-RECEPCIÓN 2012**  Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012  **Plantilla de todo el personal que labora en el Municipio.** | | | | | | | | | | | | | | | | | | | |
| Núm. progresivo | Número de control | Nombre trabajador | RFC | REG IMSS | Sindicaliza  do | Confianza | Eventual | Honorarios | Jubilado/Pensionado | Plaza Ocu-  pada | Plaza Vacante | Comisiona  do | Licencia | Fecha de Ingreso | Tipo contratación | Cargo | Sueldo Base remuneración mensual | Área de adscripción |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado .*

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| **OM2. Archivos del personal.** | | | | | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | ENTREGA-RECEPCIÓN 2012 | | | | | | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | | | | | | | | | | |
| **EXPEDIENTE GENERAL DE TODA LA PLANTILLA DEL PERSONAL:** | | | | | | | | |  | |  | |  | |  | |  |  |
| Número progresivo | Número de control | Nombre trabajador | RFC | REG IMSS | Sindicalizado | Confianza | Eventual | | | Honorarios | | Jubilado/pensionado | | Fecha de Ingreso | | Contrato | Sueldo Base Remuneración mensual | Otros |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**OM3. Prestaciones pendientes de pago.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA-RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

**SUELDOS, REMUNERACIÓNES Y PRESTACIONES PENDIENTES DE PAGO AL 14 DE OCTUBRE DE 2012**

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| Núm. progresivo | Número de control | Nombre trabajador | RFC | REG IMSS | Sindicalizado | Confianza | Eventual | Honorarios | Jubilado/pensionado | Fecha de Ingreso | Contrato | Sueldo Base Remuneración mensual | Sueldos por pagar Importe (pesos) | CONCEPTOS PENDIENTE DE PAGO |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

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| **OM4. Inventario de inmuebles.** | | | | | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | **ENTREGA- RECEPCIÓN 2012** | | | | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | | | | | | | | | | |
| **INVENTARIO GENERAL DE INMUEBLES PROPIEDAD MUNICIPAL** | | | | | | | | | | | | | | |  | |  | |
| Núm. progresivo | | Clave catastral | | Ubicación del inmueble | | Superfice m₂ | Construcción m₂ | | | Valor Catastral | | | Tipo de Predio | | Destino o Uso | | Datos de Escritura | |
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| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | |
| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | | | | | | | | | | | | | |
| **OM5. Inventario de bienes muebles asignados a instituciones descentralizadas, a organizaciones o instituciones.** | | | | | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | **ENTREGA- RECEPCIÓN 2012** | | | |  | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | | | | | | | | | | |
| **INVENTARIO GENERAL DE BIENES MUEBLES ASIGNADOS A OTROS** | | | | | | | | | | |  | | |  | |  | |  |
| Núm. progresivo | No de Inventario | | Descripción del equipo | | Marca | | | Modelo | Serie | | Placa | | | Usuario Asignado | | Contrato y documentos de asignación | | Justificación |
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| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | | | | | | | | | | | | | |

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| **OM6. Inventario de contratos de bienes adquiridos para uso o explotación (arrendamiento, comodato, etc.).** | | | | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | **ENTREGA- RECEPCIÓN 2012** | | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | | | | | | | | | |
| **INVENTARIO GENERAL DE CONTRATOS O CONVENIOS** | | | | | | | |  | | |  | |  | |  | | |
| Núm. progresivo | | Tipo de contratación | | Objeto | Partes | Fecha de Inicio | | Fecha de Término | | | Vigencia | | Valor de la obligación (pesos) | | Observación | | |
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| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
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| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | | | | | | | | | | | | |
| **OM7. Inventario de contratos y convenios que impliquen un beneficio.** | | | | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | **ENTREGA- RECEPCIÓN 2012** | | | | | | |
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| **INVENTARIO DE CONTRATOS O CONVENIOS QUE IMPLIQUEN UN BENEFICIO** | | | | | | | | | | | | | |  | |  |
| Núm. progresivo | Tipo de contratación | | Objeto | | Partes | | Fecha de Inicio | | Fecha de Término | | | Vigencia | | Valor del beneficio (pesos) | | Observación |
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| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | | | | | | | | | | | |

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| **OM8. Inventario de actas de comité de compras.** | | | | |
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| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | |

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| **OM9. Padrón de proveedores.** | | | | | | | |
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| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | | |

**OP1. Plan Municipal de Desarrollo**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**ENTREGA RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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Primer ejemplar autoridad entrante

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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**OP2.Presupuesto Anual, Programas, Subprogramas, Obras, Acciones e Indicadores**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**OP3. Programa Operativo Anual de Obra (POA).**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| **PROGRAMA** | **SUBPOROGRAMA** | **OBRA** | **ACCIÓN** | **SUBACCIÓN** | **PRESUPUESTO DE OBRA** | **PROPIOS** | **FEDERALES** | **RAMO 33** | **CRÉDITO** | **APORTACIÓN GOBIERNOS** | **APORTACIÓN BENEFICIARIOS** | **INDICADORES** | **METAS** | **OBJETIVOS** | **NÚMERO DE BENEFICIARIOS** |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**OP4. Avance financiero y presupuestal de obras.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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Primer ejemplar autoridad entrante

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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**OP5. Modificaciones *POA* y sustentos.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

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Primer ejemplar autoridad entrante

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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**OP6. Actas de Consejo para Desarrollo Municipal.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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Primer ejemplar autoridad entrante

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Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado.*

**OP7. Actas de Comités para Desarrollo Municipal Obras (COPLADEMUN).**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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Primer ejemplar autoridad entrante

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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**OP8 Actas de Comités Comunitarios.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

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| OP9. Plan Rector de Desarrollo Urbano. |  |  |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **ENTREGA- RECEPCIÓN 2012** |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | |
| ENTREGAR DOCUMENTO. | | | |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

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| **OP10. Relación de obra ejecutada y terminada con su expediente.** | | | | | | | | | | |  | | |  |  | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | **ENTREGA- RECEPCIÓN 2012** | | | | | |  | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | | | | | | | | |
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| PROGRAMA | | 0BRA | | PRSUPUESTO DE OBRA | | FECHA DE INICIO | | FECHA DE TÉRMINO | PRESUPUESTO EJERCIDO | | VARIACIÓN | | | JUSTIFICACIÓN | EXPEDIENTE | |
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| Primer ejemplar autoridad entrante | | | | | | | | | | | | | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |
| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | | | | | | | | | | | |
| **OP11 Relación de obra en proceso y expedientes de obra.** | | | | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | **ENTREGA- RECEPCIÓN 2012** | | | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | | | | | | | | | |
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| PROGRAMA | 0BRA | | PRSUPUESTO DE OBRA | | FECHA DE INICIO | | PRESUPUESTO EJERCIDO | | | PRESUPUESTO POR EJERCER | | PORCENTAJE DE AVANCE | EXPEDIENTE | | | OBSERVACIONES | |
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| Primer ejemplar autoridad entrante | | | | | | | | | | | | | | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | | | | | | | | | | | | |

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| **OP12. Relación de documentos que integran el expediente de obra** | | | | | | |  |  |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | **ENTREGA RECEPCIÓN 2012** | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | |
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| **FORMATO PARA INTEGRACION DE EXPEDIENTES** | | | | | | |  | | |
| ***DEPENDENCIA*** | **MODALIDAD DE EJECUCIÓN** | | | | **NOMBRE DE LA OBRA** | | **EXPEDIENTE** | | **FUNDAMENTO LEGAL** |
| **ADMINISTRACION DIRECTA** | **CONTRATO** | | | **LOCALIDAD** | |
| **ADJUDICACION DIRECTA** | **INVITACIÓN A CUANDO MENOS TRES PERSONAS** | **LICITACIÓN PÚBLICA** | **MODALIDAD DE EJECUCION** | |
| **MONTO AUTORIZADO** | |
| **MONTO EJERCIDO** | FUNDAMENTO LEGAL |
| LEY ESTATAL DE OBRAS PÚBLICAS |
|  |
| **DOCUMENTO** |  | **SI** | **NO** |
|  | 1 |  |  |  |  | ESTUDIOS DE PREINVERSION |  |  |  |
| 2 |  |  |  |  | ESTUDIOS TECNICOS (mecánica de suelos, cálculo estructural, impacto ambiental, otros) |  |  | ARTS. 20, 21 |
| 3 |  |  |  |  | DICTAMEN DE FACTIBILIDAD |  |  | ART. 17 |
| 4 |  |  |  |  | CONSTANCIA QUE ACREDITE LA PROPIEDAD DEL INMUEBLE |  |  | ART. 19 |
| 5 |  |  |  |  | PERMISOS, AUTORIZACIONES Y LICENCIAS |  |  |
| 6 |  |  |  |  | PROYECTO DE OBRA |  |  | ART. 24 |
| 7 |  |  |  |  | ESPECIFICACIONES TECNICAS Y DE CONSTRUCCION DE LA OBRA |  |  |
| 8 |  |  |  |  | PROGRAMA DE EJECUCION DE OBRA |  |  |
| 9 |  |  |  |  | PROGRAMA DE SUMINISTROS |  |  | ARTS. 71, 73 |
| 10 |  |  |  |  | PRESUPUESTO BASE |  |  | ART. 21 |
| 11 |  |  |  |  |     CATÁLOGO DE CONCEPTOS |  |  |
| 12 |  |  |  |  |     ANÁLISIS DE MANO DE OBRA (FSAR), MAQUINARIA Y EQUIPO |  |  |
| 13 |  |  |  |  |     TARJETAS DE ANÁLISIS DE BÁSICOS |  |  |
| 14 |  |  |  |  |     TARJETAS DE ANÁLISIS DE PRECIOS UNITARIOS |  |  |
| 15 |  |  |  |  |     EXPLOSIÓN DE INSUMOS |  |  |
| 16 |  |  |  |  | ACTA DE DE APROBACIÓN DEL CABILDO |  |  | ART. 24 |
| 17 |  |  |  |  | ACUERDO DE EJECUCION DE LA OBRA (ADMÓN. DIRECTA) |  |  | ART. 71 |
| 18 |  |  |  |  | \* FORMATO DE INFORMACIÓN BÁSICA DE LA OBRA |  |  | \* |
| 19 |  |  |  |  | CONVOCATORIA PÚBLICA |  |  | ARTS. 31,32 |
| 20 |  |  |  |  | INVITACIÓN A CONTRATISTAS |  |  | ART. 41 |
| 21 |  |  |  |  | COTIZACIONES COMPARATIVAS EN HOJAS MEMBRETADAS |  |  | ART. 43 |
| 22 |  |  |  |  | FACTURAS DE INSUMOS |  |  | ART. 70 |
| 23 |  |  |  |  | POLIZAS DE CHEQUE DE LOS PAGOS REALIZADOS |  |  | ART. 31 Ley Presup Contab y Gasto Pub Mpal. |
| 24 |  |  |  |  | ACTA CIRCUNSTANCIADA EN SU CASO |  |  | ART. 42 |
| 25 |  |  |  |  | DICTAMEN DE ADQUISICIONES DEL COMITÉ DE ANALISIS Y EVALUACIÓN |  |  | ART. 70 |
| 26 |  |  |  |  | BASES DEL CONCURSO |  |  | ART. 33 |
| 27 |  |  |  |  | ACTA DE JUNTA DE ACLARACIONES |  |  |
| DOCUMENTOS DEL CONTRATISTA | 28 |  |  |  |  | CARTA DE VISITA A LA OBRA |  |  | ART. 33 |
| 29 |  |  |  |  | CATALOGO DE CONCEPTOS DEL CONTRATISTA (PROPUESTA GANADORA) |  |  | ART. 37 |
| 30 |  |  |  |  | LISTA DE MATERIALES CON PRECIOS ACTUALIZADOS |  |  | ART. 38 |
| 31 |  |  |  |  | ANÁLISIS DE MANO DE OBRA, MAQUINARIA Y EQUIPO |  |  |
| 32 |  |  |  |  | TARJETAS DE ANÁLISIS DE BÁSICOS |  |  |
| 33 |  |  |  |  | TARJETAS DE ANÁLISIS DE PRECIOS UNITARIOS |  |  |
| 34 |  |  |  |  | PROGRAMA CALENDARIZADO DE EJECUCIÓN DE LOS TRABAJOS |  |  |
|  | 35 |  |  |  |  | ACTA PRIMERA Y SEGUNDA DEL CONCURSO |  |  | ART. 37 |
| 36 |  |  |  |  | CUADROS COMPARATIVOS |  |  | ART. 38 |
| 37 |  |  |  |  | DICTAMEN TÉCNICO PARA EMISIÓN DEL FALLO |  |  |
| 38 |  |  |  |  | ACTA DE FALLO DEL CONCURSO |  |  | ART. 39 |
| 39 |  |  |  |  | ESCRITO PARA ACREDITAR CRITERIOS DE ECONOMÍA, EFICACIA, EFICIENCIA, IMPARCIALIDAD Y HONRADEZ |  |  | ART. 41 |
| 40 |  |  |  |  | CONTRATO DE OBRA |  |  | ARTS. 45, 46 |
| 41 |  |  |  |  | DICTAMEN TÉCNICO QUE FUNDAMENTA EL CONVENIO MODIFICATORIO |  |  | ART. 69 REGLAMENTO |
| 42 |  |  |  |  | CONVENIO MODIFICATORIO |  |  | ART. 59 |
| 43 |  |  |  |  | FIANZAS (ANTICIPO Y CUMPLIMIENTO) |  |  | ART. 48 |
| 44 |  |  |  |  | ANTICIPO ( POLIZA Y FACTURA) |  |  | ART. 50 |
| 45 |  |  |  |  | DESTAJO DE MANO DE OBRA |  |  | ART. 70 |
| 46 |  |  |  |  | ESTIMACIONES DE OBRA (CON FACTURA) |  |  | ART. 53, 54 |
| 47 |  |  |  |  | NÚMEROS GENERADORES Y CROQUIS |  |  |
| 48 |  |  |  |  | AJUSTES DE COSTOS |  |  | ARTS. 56,57,58 |
| 49 |  |  |  |  | ALBUM FOTOGRÁFICO DEL INICIO, PROCESO Y TERMINACIÓN DE LA OBRA |  |  | ART. 53, 54 |
| 50 |  |  |  |  | BITÁCORA DE OBRA |  |  | ART. 46 |
| 51 |  |  |  |  | \* ADECUACIÓN DE LA OBRA |  |  | \* |
| 52 |  |  |  |  | ACTA DE ENTREGA RECEPCIÓN (CONTRATISTA – DEPENDENCIA) |  |  | ART. 64 |
| 53 |  |  |  |  | ACTA DE ENTREGA RECEPCIÓN DEPENDENCIA EJECUTORA – DEPENDENCIA OPERADORA. |  |  | ART. 72 |
| 54 |  |  |  |  | ACTA DE FINIQUITO |  |  | ART. 64 |
| 55 |  |  |  |  | GARANTÍA POR VICIOS OCULTOS CON VIGENCIA DE 1 AÑO |  |  | ART. 66 |
| 56 |  |  |  |  | SEGURO DE LA OBRA |  |  | ART. 6 |
| 57 |  |  |  |  | REGISTRO DEL TITULO DE PROPIEDAD DEL INMUEBLE PRODUCTO DE LA OBRA PÚBLICA |  |  | ART. 65 |
| 58 |  |  |  |  | DICTAMEN DE LA CONTRALORÍA O DEL ORGANO DE CONTROL |  |  | ARTS. 75, 76 |
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| Primer ejemplar autoridad entrante | | | | | | | | |  |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |  |
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| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | | | |  |

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| OP13 Bitácoras de obra pendientes de pago. | | | |  | |  | |  | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | **ENTREGA- RECEPCIÓN 2012** | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | |
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| NÚMERO PROGRESIVO | DATOS ESPECÍFICOS DE LA BITÁCOIRA | | | | | | PERÍODO QUE CUBRE | | OBSERVACIONES |
| NÚMERO | OBRA | | | IMPORTE A PAGAR | |
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| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
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Tercer Ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

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| OP14. Obra con contrato no ejecutada. | | | |  |  |  |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | **ENTREGA- RECEPCIÓN 2012** | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | |
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| PROGRAMA | OBRA | PRSUPUESTO DE OBRA | FECHA DE CONTRATACIÓN | CONTRATO | PARTES | VIGENCIA | OBSERVACIONES |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

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| **OP15 Expediente de Actas de Cabildo por autorizaciones de Obras.** | | | | |  |  | |  | |
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| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | | | | |

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| **OP16. Contratos con comisionistas vigentes.** | | | | | | |  | |  | | |  | |  | |
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| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | | | | | | | | | | |
| **OP17 Contratos de maquinaria pesada vigentes.** | | | | | | | | | |  | | |  | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | **ENTREGA- RECEPCIÓN 2012** | | | | |
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| FECHA DE CONTRATACIÓN | | MODALIDAD DE CONTRATO | | PARTES | | VIGENCIA | | OBJETO DEL CONTRATO | | | IMPORTE OBLIGACIÓN DE PAGO | | | OBSERVACIONES |
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| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | | | | | | | | | |

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| **OP18. Pólizas de obra con garantía vigentes.** | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | **ENTREGA- RECEPCIÓN 2012** | |  |
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| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | |

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| **OP19. Publicaciones de Presupuesto de Obras y Obras Ejecutadas.** | | | | |
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| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
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| **PS1. Presupuesto por programas sociales autorizados para el ejerció y avance presupuestal.**  Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**  Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | | PROGRAMA | OBRAS | ACCIONES | AUTORIZACÓN | FECHA DE EJECUCIÓN | PRESUPUESTO AUTORIZADO | PRESUPUESTO EJERCIDO | PRESUPUESTO POR EJERCER | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |   Primer ejemplar autoridad entrante  Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*  **PS2. Normativa específica vigente para cada programa.** | | | | | | |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-**ENTREGA- RECEPCIÓN 2012** | | | | | | |  |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**PS3. Convenios con *Sedesol* y calendario de ministraciones de recursos.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

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| **PS4. Informes trimestrales remitidos a *Sedesol*.** | | | | | |
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Primer ejemplar autoridad entrante

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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**PS5. Padrón de beneficiarios de programas tipo subsidio.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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Primer ejemplar autoridad entrante

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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

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| **PS6. Padrón de beneficiarios de programas tipo crédito.** | | | | | | | | | | | | | | | | | | | | | | |  |  | | |  | | |  |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | **ENTREGA- RECEPCIÓN 2012** | | | | | | |  | | | | |  | | |  |  |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**PS7. Relación de apoyos comprometidos pendientes de entregar por programa.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

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| **PS8. Relación de aportaciones de beneficiarios por programas y estado de las aportaciones.** | | | | | | | |  |
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| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | |
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Primer ejemplar autoridad entrante

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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

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| **PS9. Relación de obras comprometidas pendientes de ejecutar con aportaciones de beneficiarios.** | | | | | | |
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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

**PS10. Relación de cuentas por cobrar a beneficiarios de programas.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado.*

**SPM1. Relación de servicios.\***

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| CÓDIGO | NOMBRE DEL SERVICIO | SUBSERVICIO | ÁREA Y FUNCIONARIO RESPONSABLE | PERIODO DE COBERTURA ANUAL | PERIODO COBERTURA | | ZONAS COBERTURA | | PERSONAL PARA PRESTAR EL SERVICIO | | EQUIPAMIENTO PARA PRESTAR EL SERVICIO | |
| DEL | AL | ZONA RURAL | ZONA URBANA | PROPIO | CONTRATO | PROPIO | CONTRATO |
|  | SEGURIDAD | VIGIANCIA |  |  |  |  |  |  |  |  |  |  |
|  |  | PREVENTIVA |  |  |  |  |  |  |  |  |  |  |
|  |  | CERESO |  |  |  |  |  |  |  |  |  |  |
|  |  | PATRULLAJE |  |  |  |  |  |  |  |  |  |  |
|  | TRÁNSITO | PATRULLAJE VIALIDAD |  |  |  |  |  |  |  |  |  |  |
|  |  | SEMAFORIZACIÓN |  |  |  |  |  |  |  |  |  |  |
|  | LIMPIA Y SANIDAD | RECOLECIÓN DE BASURA |  |  |  |  |  |  |  |  |  |  |
|  |  | RELLENO SANITARIO |  |  |  |  |  |  |  |  |  |  |
|  |  | DESASOLVE |  |  |  |  |  |  |  |  |  |  |
|  |  | DECACHARIZACIÓN |  |  |  |  |  |  |  |  |  |  |
|  |  | ESPACIOS PÚBLICOS JARDINES, CALLES Y CAMELLONES, PANTEONES |  |  |  |  |  |  |  |  |  |  |
|  |  | PODAS DEÁRBOLES |  |  |  |  |  |  |  |  |  |  |
|  | ALUMBRADO | SERVICIO PÚBLICO |  |  |  |  |  |  |  |  |  |  |
|  |  | REPOSICIÓN LUMINARAS |  |  |  |  |  |  |  |  |  |  |
|  |  | MANTENIMIENTO |  |  |  |  |  |  |  |  |  |  |
|  | RASTRO |  |  |  |  |  |  |  |  |  |  |  |
|  | ESPECIALES |  |  |  |  |  |  |  |  |  |  |  |

Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado \*ES CONVENIENTE HACER UN DETALLE POR SERVICIO*

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| **SPM2. Relación de rutas y roles de trabajo**. | | | |  |  |  |  |  |  |  | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | **ENTREGA- RECEPCIÓN 2012** | | |  |  |  |  | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | |  | |
| **SERVICIO \_\_\_\_\_\_\_\_\_\_\_\_LIMPIA Y SANIDAD\*\_\_\_\_\_\_\_\_SUBSERVICIO: RECOLECIÓN DE BASURA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | |
| **FUNCIONARIO RESPONSABLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CARGO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | |
| CÓDIGO | PERIODO DE COBERTURA ANUAL | PERIODO COBERTURA TEMPORAL | | ZONAS COBERTURA | | PERSONAL PARA PRESTAR EL SERVICIO | | EQUIPAMIENTO PARA PRESTAR EL SERVICIO | | RUTA\*\* |
| DEL | AL | ZONA RURAL | ZONA URBANA | PROPIO | CONTRATO | PROPIO | CONTRATO |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* ***\*HACER UN FORMATO POR RUTA* *\*\*ANEXAR DETALLE DE RUTA CON MAPA.***

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| **SPM3. Relación de convenios con prestadoras de servicios.** | | | | | | | | | | |  | | |  | | |  | | | |  | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |  | | | | **ENTREGA- RECEPCIÓN 2012** | | | | | | |  | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | | | | | | | | | | | | | | | |
| **SERVICIO \_\_\_\_\_\_\_\_\_\_\_\_LIMPIA Y SANIDAD\_\_\_\_\_\_\_\_SUBSERVICIO: RECOLECIÓN DE BASURA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | | | | |
| **FUNCIONARIO RESPONSABLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CARGO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | | | | |
| Núm. progresivo | | Tipo de contratación | | Objeto | | Partes | Fecha de Inicio | | | Fecha de Término | | | | Vigencia | | | Importe a pagar | | | | Observación | | |
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| Segundo ejemplar autoridad saliente Cargo | | | | | |  |  | | |  | | | |  | | |  | | | |  | | |
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| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado.* | | | | | | | | | | | | | | | | | | | | | | | |
| **SPM4. Relación de convenios para prestar servicios.** | | | | | | | | | | | | | | | |  | | |  | | |  | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |  | | |  | | | |  | | | **ENTREGA- RECEPCIÓN 2012** | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | | | | | | | | | | | | | |  | | |
| **SERVICIO \_\_\_\_\_\_\_\_\_\_\_\_LIMPIA Y SANIDAD\_\_\_\_\_\_\_\_SUBSERVICIO: RECOLECIÓN DE BASURA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | | | | | |
| **FUNCIONARIO RESPONSABLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CARGO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | | | | | |
| Núm. Progre  sivo | CONTRATO | | PERSONA A PRESTAR EL SERVICIO | | DOMICILIO | | | SERVICIO | | | | | Fecha de Inicio | | Fecha de Término | | | Vigencia | | Importe por Derechos a Cobrar | | | Observación | |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado.*

**SEG1. Inventario de equipamiento de seguridad y armas\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ENTREGA- RECEPCIÓN 2012**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| Núm. progresivo | No de Inventario | Descripción del equipo | Marca | Modelo | Serie | Otros (calibre) | Estado actual | Usuario Responsable | Resguardo |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* **\*Hacer anexos para cada tipo de equipo.**

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| **SEG2**. **Inventario vehicular** **y equipamientos.** | | | | | | | | | | |  | |  | |  |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | **ENTREGA- RECEPCIÓN 2012** | | | | |  |  | |  | |  |  |
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| Núm. progresivo | No de Inventario | Descripción del equipo | Marca | Modelo | | Serie | Placa | Estado actual | Usuario Responsable | | | Resguardo | | Destino | | |
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| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |
| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | | | | | |  | |  | |  |  |

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| **SEG3. Red de comunicación sistemas, radio y telecomunicación** |  |

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| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | **ENTREGA- RECEPCIÓN 2012** | | |
| Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2012 | | |
| **RED DE COMPUTADORAS Y TELEFONÍA** | | | | | | | |
| *Incluye los equipos que integran la infraestructura de red y telefonía: switches, conmutadores telefónicos, teléfonos, antenas, módems, Access point, routers y demás dispositivos utilizados para la comunicación externa e interna.Se acompaña de plano o esquema que indique la ubicación de los nodos de red y el cableado.* | | | | | | | |
|  |  |  |  |  | |  |  |
| NO. DE INVENTARIO | MARCA | MODELO | NO. DE SERIE | UBICACIÓN FÍSICA | | RESPONSABLE | MANUAL TÉCNICO SI/NO |
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| Segundo ejemplar autoridad saliente Cargo | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Tercer ejemplar: Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado | | | | | | |

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| **SEG4. Rutas y roles de patrullaje** |  |

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| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | **ENTREGA- RECEPCIÓN 2012** | | | |  |  | |  | |  | |  | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | | | | | | | | | | | | |
| Núm. progresivo | Ruta | Usuario Responsable | Destino | Horario inicio | | Horario salida | Vehículo | Control Vehicular | | | Marca | | | | | | Modelo | | | Placa |
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| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | | | | | | | |  | |  | | |

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| **SEG5. Inventario de vehículos en resguardo y estatus jurídico** |  |

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| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | **ENTREGA- RECEPCIÓN 2012** | | | | |  |  |  | |  | |  |  |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | | | | | | | | | |
| Núm. progresivo | No de Inventario | Descripción del equipo | Marca | Modelo | | Serie | Placa | Estado actual | Motivo del Resguardo | | | | Resguardo | | **Estatus Jurídico** | | |
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| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | | | | | | |  | |  | |  |  |

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| **SEG6. Programas de seguridad y su estatus, en ejecución y en desarrollo** |

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| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | | |  | |  | | | **ENTREGA- RECEPCIÓN 2012** | | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | | | | | | | | | | | | |  | |
| **FUNCIONARIO RESPONSABLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CARGO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | | | |
| Núm. Progre  sivo | | PROGRAMA | SERVICIO | EJECUCIÓN | | POR DESARROLLAR | | | | VINCULACIÓN | | | | Fecha de Inicio | | | Fecha de Término | | | Vigencia | | Observación |
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| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | | | | | | | | | | | |

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| **SEG7. Relación cronológica de eventos especiales y programa de seguridad**. |

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| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | | |  | | **ENTREGA- RECEPCIÓN 2012** | | | | | | |
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| **FUNCIONARIO RESPONSABLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CARGO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | |
| Núm. Progre  sivo | | EVENTO | FECHA INICIO | FECHA TÉRMINO | | UBICACIÓN DEL EVENTO | | | | VINCULACIÓN | | | | REQUERIMIENTOS MATERIALES | | | | REQUERIMIENTOS PERSONAL | |
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| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* | | | | | | | | | | | | | | |
| **SEG8. Base de Operación Mixta.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | **ENTREGA- RECEPCIÓN 2012** | | | Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | | | |  | | |  | | **ENTREGA- RECEPCIÓN 2012** | | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | | | | | | | | | | | | |

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| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |
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| Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado* |  |  |  |  |  |

**SEG9. Resguardo de documentos oficiales de particulares y estatus jurídico.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2012**

Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| Núm. progresivo | Tipo de Documento | Código de Identificación | Documento Oficial | Documento Particular | Estatus jurídico | Motivo del resguardo | Responsable | Observación |
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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental*

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| **SEG10.Reelacion de Personal y estatus de Control de Confianza** |  |

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| Núm. progresivo | Nombre | Fecha de Ingreso | Tipo contratación | Nombramiento | Área de adscripción | Examen de control de Confianza | Fecha | Acreditado | Pendiente de Acreditar |
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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

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| SEG11. Cárcel Municipal Relación de Detenidos |  |

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012

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| Núm. progresivo | Nombre | Sexo | Edad | Fecha de Ingreso | Tipo de Delito | Estatus Jurídico | Estado de Salud | Indicación específica |
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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado*

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| **SIS1. Inventario de equipos informáticos.** | | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  | | | **ENTREGA- RECEPCIÓN 2012** | | | | | | | |
| Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  | | | Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2012 | | | | | | | |
| **INVENTARIO INFORMATICO** | | | | | | | | | | | | | | | | |
| *Computadoras PC, laptops, servidores, tablets, cámaras digitales, UPS, reguladores electrónicos y periféricos como son impresoras, escáner, proyectores, discos externos, grabadores de medios de almacenamiento, así como cualquier otro dispositivo electrónico utilizado para procesar o almacenar información digital.* | | | | | | | | | | | | | | | | |
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| NO. DE INVENTARIO | MARCA | | MODELO | NO. DE SERIE | | UBICACIÓN FÍSICA | | | RESPONSABLE | | | MANUAL TÉCNICO SI/NO | | CARACTERÍSTICAS | | |
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| Segundo ejemplar autoridad saliente Cargo | | | | | | | | | | | | | | | | |
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| Tercer ejemplar: Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado | | | | | | | | | | | | | |  | | |
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DE SERIE | UBICACIÓN FÍSICA | RESPONSABLE | MANUAL TÉCNICO SI/NO | SE INCLUYE EN PLANO SI/NO | CARACTERÍSTICAS | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | Primer ejemplar autoridad entrante | | | | | | | | | | Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | Segundo ejemplar autoridad saliente Cargo | | | | | | | | | | Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | Tercer ejemplar: Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **SIS3. Sistemas de Información.** | | | | | | | | | | | Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  | **ENTREGA- RECEPCIÓN 2012** | | | | | Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  | Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2012 | | | | | **SISTEMAS DE INFORMACIÓN** | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  | | NOMBRE DEL SISTEMA | FUNCIONES PRINCIPALES | PLATAFORMA | LENGUAJE DE PROGRAMACION | CODIGO FUENTE SI/NO | MANUAL DE USUARIO SI/NO | MANUAL TECNICO SI/NO | MEDIO DE INSTALACION SI/NO | CERTIFICADO DE LICENCIA SI/NO | OBSERVACIONES | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | | Primer ejemplar autoridad entrante | | | | | | | | | | | Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | Segundo ejemplar autoridad saliente Cargo | | | | | | | | | | | Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | Tercer ejemplar: Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado | | | | | | | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **SIS4. Bases de datos** | | | | | | | | | Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | **ENTREGA- RECEPCIÓN 2012** | | | | Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2012 | | | | **BASES DE DATOS** | | | | | | | | |  |  |  |  |  |  |  |  | | NOMBRE DE LA BASE DE DATOS | FUNCIONES PRINCIPALES | MOTOR DE LA BASE DE DATOS | DIAGRAMA DE ESTRUCTURA Y RELACIONES SI/NO | RESPALDOS EN MEDIO FÍSICO SI/NO | PERIODO DE LOS RESPALDOS ENTREGADOS | RESPALDOS AUTOMATIZADOS SI/NO | OBSERVACIONES | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | Primer ejemplar autoridad entrante | | | | | | | | | Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Segundo ejemplar autoridad saliente Cargo | | | | | | | | | Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Tercer ejemplar: Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado | | | | | | |  |   **SIS5. Sistemas y aplicaciones web.** | | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  | | **ENTREGA- RECEPCIÓN 2012** | | | | | | | |
| Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  | | Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2012 | | | | | | | |
| **SISTEMAS Y APLICACIONES WEB** | | | | | | | | | | | | | | | |
| *Entregar los archivos fuente de los sitios y aplicaciones web que operan actualmente en la entidad y sus manuales técnicos.  Relacionar los buzones de correo electrónico y los usuarios que los utilizan.* | | | | | | | | | | | | | | | |
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| SISTEMA O APLICACIÓN WEB | URL | | PLATAFORMA | LENGUAJE(S) DE PROGRAMACIÓN | | RESPALDO EN MEDIO FISICO SI/NO | | ARCHIVOS FUENTE SI/NO | | MANUAL TÉCNICO SI/NO | | | OBSERVACIONES | | |
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| Primer ejemplar autoridad entrante | | | | | | | | | | | | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo | | | | | | | | | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | |
| Tercer ejemplar: Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado | | | | | | | | | | | | |  | | |
| **SIS6. Claves de acceso al administrador.** | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |  | | **ENTREGA- RECEPCIÓN 2012** | | | | | | | |
| Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |  | | Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012 | | | | | | | |
| **CLAVES DE ADMINISTRADOR** | | | | | | | | | | | | | | |
| *Claves de administrador de todos los equipos, dispositivos, sitios web, sistemas y bases de datos del ente público que requieran una contraseña para ser administrados.* | | | | | | | | | | | | | | |
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| SISTEMA O DISPOSITIVO | | INVENTARIO, SERIE O URL | | | NOMBRE DE USUARIO | | CONTRASEÑA | | | | OBSERVACIONES | | | |
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| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo | | | | | | | | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
| Tercer ejemplar: Órgano Superior de Auditoría y Fiscalización Gubernamental del Estado | | | | | | | | | | | | | | |