**济源职业技术学校支出费用报销审批单**

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| 报销事由 | |  |  |  | 单据张数 |  |  | 主管财务  副校长 | |  |  | 校 | | 长 |  |  |  |
|  | |  |  |  | 签 | 批 |  |  | 签 | | 批 |  |  |  |
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| 申请报销 | |  |  |  | 审核后实际 |  |  |  |  |  |  |  | |  | |  |  |
|  | |  | 报销金额 |  |  |  |  |  |  |  | |  | |  |  |
| 金 | 额 |  |  |  |  |  |  |  |  |  |  | |  | |  |  |
| ¥ | |  | （大写） |  |  |  |  |  | ¥ | | |  | |  |  |
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| 部室分管 | |  | |  | 财务审核 |  |  |  |  | 廉政监督 | | |  |  | |  |  |
| 领导意见 | |  |  |  |  |  |  |  | 小组意见 | | |  |  | |  |  |
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| 部室负责 | |  | |  | 经办人 |  |  |  |  | 备 | 注 | |  |  | |  |  |
| 人 意 见 | |  |  |  |  |  |  |  |  |  | |  |  |
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