**济源职业技术学校支出费用报销审批单**

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