**亳州学院报销凭证封面**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓 名 |  | | 工作部门 |  | | 年 月 日 | | 金 额 | | | | | | | | | |
| 内 容 摘 要 | | | | | | 固定资产登记 | | 百 | 十 | 万 | | 千 | 百 | 十 | 元 | 角 | 分 |
|  | | | | | |  | |  |  |  | |  |  |  |  |  |  |
|  | | | | | |  | |  |  |  | |  |  |  |  |  |  |
|  | | | | | |  | |  |  |  | |  |  |  |  |  |  |
| 合计大写： 合计小写： | | | | | | | | | | | | | | | | | |
| 经费计划 | |  | | | | | | | | | | | | | | | |
| 经办人签字 | | | 部门领导审签 | | 财务处审核 | | 分管领导签字 | | | | 校领导签字 | | | | | | |
|  | | |  | |  | |  | | | |  | | | | | | |

**亳州学院报销凭证封面**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓 名 |  | | | 工作部门 |  | | 年 月 日 | | 金 额 | | | | | | | | | |
| 内 容 摘 要 | | | | | | | 固定资产登记 | | 百 | 十 | 万 | 千 | | 百 | 十 | 元 | 角 | 分 |
|  | | | | | | |  | |  |  |  |  | |  |  |  |  |  |
|  | | | | | | |  | |  |  |  |  | |  |  |  |  |  |
|  | | | | | | |  | |  |  |  |  | |  |  |  |  |  |
| 合计大写： 合计小写： | | | | | | | | | | | | | | | | | | |
| 经费计划 | |  | | | | | | | | | | | | | | | | |
| 经办人签字 | | | 部门领导审签 | | | 财务处审核 | | 分管领导签字 | | | | | 校领导签字 | | | | | |
|  | | |  | | |  | |  | | | | |  | | | | | |