附件

报 账 单

部门 报账员 电话 送交时间

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 报账  事项 | 金额 | 预算项  目代码 | 付款方式 | | 收款方银行信息 | |
| 冲  账 | 转  账 | 名称 | 银行账户或  卡号 |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |

回 执

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 报账单数 | 涉及事项 | 总金额 | 收单人 | 收单时间 |
|  |  |  |  |  |