**지출 청구서**

**청구부서: 청구날짜:**

**팀 장:**

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| --- | --- | --- | --- | --- |
| **날짜** | **예산항목 번호** | **사용내역** | **영수증**  **(Y/N)** | **금액** |
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| **참고사항:** | | | **총액** |  |

**Payable to :**

**Address :**

|  |  |
| --- | --- |
| **Approved by** | **(담당장로)** |
| **Payed by** | **(담당회계)** |
| **Check Number** |  |
| **date Check Issued** |  |
| **참고사항** |  |