**付款用**

**國立空中大學臺北學習指導中心****○○社**

**支出憑證黏存單**

受款人： **會計憑證編號：**支0000

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 用 途 |  | | | | 預  算  科  目 |  | | | 附件 |  |
| 支用日期  年 月 日 | | 金 額 | | | | | | 合計：  新臺幣 元整 | | |
| 拾萬 | 萬 | 千 | 百 | 十 | 元 |
|  |  |  |  |  |  |
| 經辦（總務組） | | | | | 會計（財務組） | | | | | 社長 |
|  | | | | |  | | | | |  |

……………………………………………憑證黏存處……………………………………………

**收 據**

中華民國 年 月 日

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| **茲 收 到** 收據編號：00000  **國立空中大學○○社 發給** （事由）  **新 臺 幣○○○元整 NT000**  單位： 職稱：  領 款 人：  請 務 必 填 註   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 戶籍地址： |  | 市 |  | | | 市鄉 | |  | | 村 |  | | 鄰 | |  | | | 路 |  | | 段 |  | 巷 |  | 弄 |  | 號之 |  |  | 樓 | | 縣 | 區鎮 | | 里 | 街 | | 身分證統一編號： | |  | |  |  | |  | |  |  | |  | |  | |  |  | | | | | | | | |
| 費用項目： |  | 用途： |  | 計費標準： |  |

* 應本誠信原則對所提出之支出憑證之支付事實真實性負責。
* 每一支出憑證黏存單所貼證明單據，以不超出五張為原則。