支票领用申请单

====================================================

年 月 日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 部门 |  | 项目名称 | | | |  | | | | 预算科目 | | | |  | | |
| 收款单位 |  | | | | | | | | | | | | | | | |
| 支票用途 |  | | | | | | | | | | | | | | | |
| 支票金额 | 小写 | | 亿 | 千 | 百 | | 十 | 万 | 千 | | 百 | 十 | 元 | | 角 | 分 |
|  |  |  | |  |  |  | |  |  |  | |  |  |
| 人民币  （大写） | | | | | | | | | | | | | | | |
| 备注： | | | | | | | | | | | | | | | | |
| 领导  批示 | | 财务  主管 | | | | | | | | 部门  主管 | | | | | | |
| 会计 出纳 经办人 | | | | | | | | | | | | | | | | |

支票领用申请单

====================================================

年 月 日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 部门 |  | 项目名称 | | | |  | | | | 预算科目 | | | |  | | |
| 收款单位 |  | | | | | | | | | | | | | | | |
| 支票用途 |  | | | | | | | | | | | | | | | |
| 支票金额 | 小写 | | 亿 | 千 | 百 | | 十 | 万 | 千 | | 百 | 十 | 元 | | 角 | 分 |
|  |  |  | |  |  |  | |  |  |  | |  |  |
| 人民币  （大写） | | | | | | | | | | | | | | | |
| 备注： | | | | | | | | | | | | | | | | |
| 领导  批示 | | 财务  主管 | | | | | | | | 部门  主管 | | | | | | |
| 会计 出纳 经办人 | | | | | | | | | | | | | | | | |