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| **河南农业大学公务卡付款单** | | | | | | | | | | | | | | | | | | |
| **收款人姓名： 卡号：** | | | | | | | | | | | | | | | | | | |
| **序号** | **交易时间** | **交易内容** | **公务卡交易金额** | | | | | | | | **公务消费报销金额** | | | | | | | |
| **十** | **万** | **千** | **百** | **十** | **元** | **角** | **分** | **十** | **万** | **千** | **百** | **十** | **元** | **角** | **分** |
| 1 | 年 月 日 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | 年 月 日 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | 年 月 日 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | 年 月 日 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | 年 月 日 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **合计** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **公务卡报销金额（大写）： 拾 万 仟 佰 拾 元 角 分** | | | | | | | | | | | | | | | | | | |
| **报账人： 联系方式：** | | | | | | | | | | | | | | | | | | |
| 公务卡消费交易凭条（POS机小票）粘贴区域 | | | | | | | | | | | | | | | | | | |
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| 备注： 1.信息必须准确填写，信息填写错误造成的还款延误由报销人自行承担。 2.“公务卡交易金额”以消费交易凭条（POS机小票）为准，“公务消费报销金额”为报销金额。 3.逐笔分别填列，不允许相同消费项目填列合计金额。 4.每笔公务卡消费务必附公务卡消费交易凭条（粘贴区域粘贴）或交易记录截图打印件(A4纸另附)。 | | | | | | | | | | | | | | | | | | |