**黏 貼 憑 證 用 紙**

**範本**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 憑證編號 | 預算科目 | 金額 | | | | | | | 用途說明 |
| 百萬 | 拾萬 | 萬 | 仟 | 百 | 拾 | 元 |
| 1-1  1-2  1-3 | 講師費 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 08.20  08.21  課程 |

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| --- | --- | --- |
| 經辦 | 會計 | 負責人或代表人 |
|  |  |  |

支出憑證（統一發票或普通收據）　粘貼線（估價單樣本等附件訂於背面）

單據清單

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 編號 | 摘要 | 金額 | | | | | | |
| 佰 | 拾 | 萬 | 仟 | 佰 | 拾 | 元 |
| 1-1 | OOO老師領據 | 0 | 0 | 0 | 4 | 0 | 0 | 0 |
| 1-2 | +++老師領據 | 0 | 0 | 0 | 4 | 0 | 0 | 0 |
| 1-3 | \*\*\*老師領據 | 0 | 0 | 0 | 4 | 0 | 0 | 0 |
|  | 合計 | 0 | 0 | 1 | 2 | 0 | 0 | 0 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 憑證編號 | 預算科目 | 金額 | | | | | | | 用途說明 |
| 百萬 | 拾萬 | 萬 | 仟 | 百 | 拾 | 元 |
| 2 | 印製費 | 0 | 0 | 0 | 5 | 5 | 0 | 0 | 生活文化地圖印製 |

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| 經辦 | 會計 | 負責人或代表人 |
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支出憑證（統一發票或普通收據）　粘貼線（估價單樣本等附件訂於背面）

單據清單

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 編號 | 摘要 | 金額 | | | | | | |
| 佰 | 拾 | 萬 | 仟 | 佰 | 拾 | 元 |
| 2 | 生活文化地圖印製 | 0 | 0 | 0 | 5 | 5 | 0 | 0 |
|  | 合計 | 0 | 0 | 0 | 5 | 5 | 0 | 0 |

**黏 貼 憑 證 用 紙**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 憑證編號 | 預算科目 | 金額 | | | | | | | 用途說明 |
| 百萬 | 拾萬 | 萬 | 仟 | 百 | 拾 | 元 |
| 3 | 保險費 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 社區參與人員保險 |

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| --- | --- | --- |
| 經辦 | 會計 | 負責人或代表人 |
|  |  |  |

支出憑證（統一發票或普通收據）　粘貼線（估價單樣本等附件訂於背面）

單據清單

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 編號 | 摘要 | 金額 | | | | | | |
| 佰 | 拾 | 萬 | 仟 | 佰 | 拾 | 元 |
| 3 | 保險費 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
|  | 合計 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |

**黏 貼 憑 證 用 紙**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 憑證編號 | 預算科目 | 金額 | | | | | | | 用途說明 |
| 百萬 | 拾萬 | 萬 | 仟 | 百 | 拾 | 元 |
| 4-1  4-2 | 餐點費 | 0 | 0 | 0 | 8 | 0 | 0 | 0 | 活動參加人員餐點 |

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| 經辦 | 會計 | 負責人或代表人 |
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支出憑證（統一發票或普通收據）　粘貼線（估價單樣本等附件訂於背面）

單據清單

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 編號 | 摘要 | 金額 | | | | | | |
| 佰 | 拾 | 萬 | 仟 | 佰 | 拾 | 元 |
| 4-1 | 8月20日便當 | 0 | 0 | 0 | 4 | 0 | 0 | 0 |
| 4-2 | 8月21日便當 | 0 | 0 | 0 | 4 | 0 | 0 | 0 |
|  | 合計 | 0 | 0 | 0 | 8 | 0 | 0 | 0 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 憑證編號 | 預算科目 | 金額 | | | | | | | 用途說明 |
| 百萬 | 拾萬 | 萬 | 仟 | 百 | 拾 | 元 |
|  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- |
| 經辦 | 會計 | 負責人或代表人 |
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支出憑證（統一發票或普通收據）　粘貼線（估價單樣本等附件訂於背面）

單據清單

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 編號 | 摘要 | 金額 | | | | | | |
| 佰 | 拾 | 萬 | 仟 | 佰 | 拾 | 元 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | 合計 |  |  |  |  |  |  |  |

**採購金額一萬元以上之項目，應至少附一張估價單**