**支票使用审批单**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **收款**  **单位** | **全 称** |  | | | | | | | |
| **银行账号** |  | | | | | **开户行** |  | |
| **支 票**  **使 用**  **事 因** |  | | | | | | | | |
| **金 额** | **大写：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ￥：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |
| **部 门**  **负 责**  **人 审批** | **年 月 日** | | **分 管**  **部 门**  **副 院**  **长 审**  **批** | **年 月 日** | **分 管**  **财 务**  **副 院**  **长 审**  **批** | **年 月 日** | | **财 务**  **负 责**  **人 审批** | **年 月 日** |

**部门处室：\_\_\_\_\_\_\_\_\_\_\_\_ 经手人：\_\_\_\_\_\_\_\_\_\_\_\_**

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**支票使用审批单**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **收款**  **单位** | **全 称** |  | | | | | | | |
| **银行账号** |  | | | | | **开户行** |  | |
| **支 票**  **使 用**  **事 因** |  | | | | | | | | |
| **金 额** | **大写：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ￥：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |
| **部 门**  **负 责**  **人 审批** | **年 月 日** | | **分 管**  **部 门**  **副 院**  **长 审**  **批** | **年 月 日** | **分 管**  **财 务**  **副 院**  **长 审**  **批** | **年 月 日** | | **财 务**  **负 责**  **人 审批** | **年 月 日** |

**部门处室：\_\_\_\_\_\_\_\_\_\_\_\_ 经手人：\_\_\_\_\_\_\_\_\_\_\_\_**