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| **零用金收支明細表** |
| **填寫日期\*：** |
| **填寫人\*** |  | **所屬部門\*** |  |
| **零用金明細** |
| **項次** | **日期\*** | **費用名稱\*** | **收入** | **支出** |
|  |  |  |  |  |
| **零用金總結** |
| **本期總收入\*** | **本期總支出\*** | **本期餘額\*** | **上期餘額\*** | **總零用金額\*** |
|  |  |  |  |  |
| **備註** |  |