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| **預支費用申請單** | | | |
|  | | **申請日期\*：** | |
| **申請人\*** |  | **申請部門\*** |  |
| **聯絡電話\*** |  | **分機** |  |
| **預支費用原因\*** |  | | |
| **經費來源\*** |  | | |
| **預支金額\*** |  | **預支日期\*** |  |
| **預支方式\*** |  | | |
| **支票抬頭** |  | | |
| **匯款戶名** |  | | |
| **匯款帳號** |  | | |
| **預計還款沖銷日\*** |  | **還款方式\*** |  |
| **備註** |  | | |