对公转账申请单

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年 月 日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 部门 |  | | | | 部门预  算项目 | | |  | | | | | 财政预算项目 | |  | | |
| 收款单位 | 户名： | | | | | | | | | | | | | | | | |
| 账号： | | | | | | | | | | | | | | | | |
| 开户行： | | | | | | | | | | | | | | | | |
| 支票用途 |  | | | | | | | | | | | | | | | | |
| 支票金额 | 小写 | 亿 | 千 | 百 | | | 十 | | 万 | 千 | 百 | | | 十 | 元 | 角 | 分 |
|  |  |  | | |  | |  |  |  | | |  |  |  |  |
| 人民币（大写） | | | | | | | | | | | | | | | | |
| 备注： | | | | | | | | | | | | | | | | | |
| 领导  批示 | | | | | | 财务  主管 | | | | | | 部门  主管 | | | | | |
| 会计 经办人 | | | | | | | | | | | | | | | | | |