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| **預算使用申請單** | | | | | | | |
| **申請日期\*：** | | | | | | | |
| **申請人\*** | |  | | **申請部門\*** | |  | |
| **申請說明\*** | |  | | | | | |
| **項次** | **預算歸屬** | | **本月預算** | **預算剩餘** | **本次申請** | | **備註** |
| 1 |  | |  |  |  | |  |
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| **總計** | | | | |  | |  |

【備註事項】

1. 此單紅色星號為必填欄位，請務必照實填寫。
2. 如採購需申請預算，請先填寫此表單。

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| 財務部： | 部門主管： | 申請人： |