|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |  | | | | | | | | | |