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| **支出證明單**  年　月　日 單位：新臺幣元 | | | | | | |
| 單位  名稱 |  | | 統一  編號 |  | 地址 |  |
| 貨物名稱廠 牌規格或支 出事由 | |  | | | 單位 數量 |  |
| 單價 |  | | | 實付 金額 |  | |
| 不能取得 單據原因 | |  | | | | |

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| **日期** | **品項** | **單價** | **數量** | **總價** |
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| **合計** | | | |  |

經手人(簽名或蓋章)