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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)