**金属研究所原始凭证专用报销单**

部门：  **年 月 日**

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| 用途： | | | | | | | | **附单据**  **张** |
| **金额大写** | **仟 佰 拾 万 仟 佰 拾 元 角 分** | | | | **金额小写** | | **￥：** |
| **所领导** |  | **职能部门负责人** | |  | | | |
| **部门负责人** |  | **验收人** |  | | | **报销人** |  |