附件5

北京化工大学财务印鉴使用申请单

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| 单 位 |  | | | | | | | 日 期 | | |  | | | |
| 申请人  （签字） |  | | 工号 | |  | | | 联系电话 | | |  | | | |
| 事 由 |  | | | | | 资料送往  单位名称 | |  | | | | | | |
| **使用印鉴的资料信息** | | | | | | | | | | | | | | |
| 财务处公章 | | 资料名称 | | | 份数 | 页数 | 资料名称 | | | | | 份数 | | 页数 |
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| 财务处长签名或签名章 | |  | | |  |  |  | | | | |  | |  |
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| 财务专用章 | |  | | |  |  |  | | | | |  | |  |
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| 发票专用章 | |  | | |  |  |  | | | | |  | |  |
| 财务印鉴章 | |  | | |  |  |  | | | | |  | |  |
| 现金结算章 | |  | | |  |  |  | | | | |  | |  |
| 经办人（签字） | |  | | | 工号  /学号 |  | | | | 联系电话 | |  | | |
| 业务主管部门  负责人核签 | |  | | 财务处  经办人  核签 | |  | | | 财务处  负责人  核签 | | | |  | |

备注：1. 填写事由内容要具体；

2．严格按《北京化工大学财务印鉴管理规定》使用印鉴。