**지 출 결 의 서**

**(Expense Reimbursement Form)**

**신청일자: / / 2023**

(Date requested)

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| **신청개발원부서**Ministry Department | **개발원장**Ministry Director | **사역부장**Division Supervisor | **비품구입부($300이상 비품구입전 서명필)**Purchase Dept. (Signature before Purchasing) |
|  | **이름**Name: | **이름**Name: | **행정개발원장** 한준호 장로 | **자산관리부장**김세영 집사 |
| **서명**Sign: | **서명**Sign: | **서명**Sign: | **서명**Sign: |

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| **지불받는 사람PAYEE:**(영어 Spelling) |  | **지불방법Routing Method:** |
| **본인/우송/전달**Payee /Mail / Delivery |

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| --- | --- | --- | --- |
| **항목번호****Acct.#** | **항목****Acct. Name** | **내 용** **Description** | **금 액** **Amount** |
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| **\*\*\* 영수증 원본을 첨부하십시오 Attach Original Receipts \*\*\*** | **합계****$****Total.**  |

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| --- | --- | --- |
| **재정개발원장****Finance Ministry Director** | **재정사역부장****Finance Department Supervisor** | **지출일자****Date of Expenditure** |
| **이름 Name:이소영/Soyoung Lee** | **이름 Name: 이재수/유동욱(금융자산)** |  **/ / 2023** |
| **서명 Sign:** | **서명 Sign:** |
| **수표번호 Check #** | **지출금액 Total Expenditure**  |

|  |  |  |
| --- | --- | --- |
| **영수인 이름 Check Receiver's Name** | **영수인 서명 Receiver Sign** | **영수일자 Date Received** |
|  |  |  **/ / 2023** |

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| **NOTE:** |