



11mm 25 mm 11mm 10mm

汉仪大宋简16 pt 零用现金报销单
 Bodoni MT 16 pt Petty Cash Voucher

Arial 16 pt No
 华文细黑 8 pt 日期 Date
 Arial 8 pt

申请人 Requested by _____
 金额 Amount (RMB) _____
 付款理由 Being Payment of _____
 批准 Approved by _____

总经理 General Manager 财务总监 Director of Finance 部门经理/总监 Department Manager/Director 收款人 Received by

华文细黑 8 pt 第一联(白): 零用现金报告
 Arial 8 pt First Copy(White): PC Summary
 第二联(红): 开销记录
 Second Copy(Pink): Expense Doc
 第三联(黄): 总出纳
 Third Copy(Yellow): General Cashier

10mm

Material
 Carbolic Carbon Paper

Font
 Arial & Bell MT

Color
 PANTONE 187C

Size
 210 * 145 mm