


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	部门 Dept		
	金额 Amount (RMB)	科目 Charge To		
	付款理由 Being Payment of			
	批准 Apprved 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