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| --- | --- |
| Fecha |  |

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| --- | --- | --- | --- |
| Solicitante: |  | No. De Empleado |  |
| No. Cuenta Bancaria |  | Clabe Bancaria |  |

|  |  |
| --- | --- |
| Área o Departamento |  |

|  |  |
| --- | --- |
| Concepto del Gasto |  |

|  |  |
| --- | --- |
| Monto Solicitado | $ |

JUSTIFICACION:

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|  |

USO EXCLUSIVO CONTABILIDAD:

|  |  |  |  |
| --- | --- | --- | --- |
| Cuenta | Descripción de la cuenta | Cargo | Abono |
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INDICACIONES PARA DEPÓSITO

|  |  |  |  |
| --- | --- | --- | --- |
| Banco | Clabe | Sucursal | Plaza |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **SOLICITA**  **(Nombre y Firma)** | **AUTORIZA**  **(Nombre y Firma)** | **Vo.Bo**  **(Cuando se requiera firma de Dir. Gral.)** |