# 到款分配表

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 项目编号 |  | 凭证号 |  | 入款时间 |  |
| 总金额 |  | 立项单位 |  | 承担部门 |  |
| 参加部门 |  | 税金 |  | 管理费 |  |
| 发展基金 |  | 协作费 |  |  |  |

# 费用报销单

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 报销人 |  | 部门 |  | 项目负责人 |  |
| 报销日期 |  | 发生日期 |  | 项目编号 |  |
| 摘要 |  | | | | |
| 单据张数 |  | 金额 |  | 合计 |  |
| 金额大写 |  | | | | |
| 审批 | 项目负责人 |  | 财务负责人 |  | |
| 机构负责人 | 1万元以下 | 管委会负责人 | 1万元以上 | |
| 领款人 |  | 领款日期 |  | 备注 |  |

# 工资报销单

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | 部门 | 基本工资 | 绩效工资 | 增项合计 | 减项合计 | 应发金额 | 个人应缴保险合计 | 个人所得税 | 实发金额 |
|  |  |  |  |  |  |  |  |  |  |
| 审批 | 项目负责人 |  | 财务负责人 |  | 机构负责人 |  | 管委会负责人 |  | |
| 备注 |  | | | | | | | | |

# 年度经费概算表（单位：万元）

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 项目 | 合计 | 20 年 | 20 年 | 20 年 |
| 设计费 |  |  |  |  |
| 1、项目分析费 |  |  |  |  |
| 2、项目调研费 |  |  |  |  |
| 3、项目论证费 |  |  |  |  |
| 专用费 |  |  |  |  |
| 1设备购置费 |  |  |  |  |
| 2 |  |  |  |  |
| 材料费 |  |  |  |  |
| 1、移动电源 |  |  |  |  |
| 2、移动存储器 |  |  |  |  |
| 3、数据线 |  |  |  |  |
| 4、通信设备 |  |  |  |  |
| 5、通讯卡及其服务费 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 外协费 |  |  |  |  |
| 1、 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 燃料动力费 |  |  |  |  |
| 1、汽油费 |  |  |  |  |
| 2、电费 |  |  |  |  |
| 3、水费 |  |  |  |  |
| 4、取暖费 |  |  |  |  |
| 5、 |  |  |  |  |
| 固定资产使用费 |  |  |  |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 工资和劳务费 |  |  |  |  |
|  |  |  |  |  |
| 差旅费 |  |  |  |  |
| 1国内 |  |  |  |  |
| 2国外 |  |  |  |  |
| 3 |  |  |  |  |
| 会议费 |  |  |  |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 事务费 |  |  |  |  |
| 1、版面费 |  |  |  |  |
| 2、资料购置费 |  |  |  |  |
| 3、网费 |  |  |  |  |
| 4、软著 |  |  |  |  |
| 5、专利 |  |  |  |  |
|  |  |  |  |  |
| 专家咨询费 |  |  |  |  |
|  |  |  |  |  |
| 管理费 |  |  |  |  |
| 不可预见费 |  |  |  |  |
|  |  |  |  |  |
| 合计 |  |  |  |  |