

Payment Application Form 付款申请单

NO:

Application Date(申请日期):

Request Payment Date(要求付款日期):

Contactural Payment Date(合同付款日期):

支付现金 Cash

银行支付 Banking

核销预付 Advance Write-off

申请人: Application:				收款人（全称）：						change 变更	供应商代码: Supplier Code:				
				Beneficiary:						change 变更					
所属部门: Department of Applicant:				银行及帐号:						change 变更	银行交易编码: Ref. No. of Bank:				
				Beneficiary Account NO:						change 变更					
付款项目 Payment Subject		结算方式 Payment By		收货或验收日期 Receiving or Approval date	订单号 PO No.	币别 Currency	金额 Amount	支付用途 Usage Description							
	Fixed Asset 固定资产		Advance 预付款												
	Raw Material 原材料		Payment at sight 见票即付												
	Consumable 消耗品		Upon receiving 收货后												
	Subcontractor 外包		Upon Approval 验收后												
	Service 服务		Upon invoice 见票后												
	Petty Cash 备用金		Other 其他												
	Other 其他														
	Travel 差旅费									手续费 Handing Fee					
金额(小写) Amount in figures:								金额(大写) Amount in words:				Document Audit: 单据审核			

General Manager:
总经理

Finance Manager:
财务经理

Audit:
审计

Dept. Manager:
部门经理