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| **日期** | **具体活动名称（编号）** | | | | **收入（元）** | | | | | | **支出（元）** | | | | | **经手人** | **批准人** | **经费具体用途** |
| **千** | **百** | | **十** | **个** | **角** | **千** | **百** | **十** | **个** | **角** |
|  | **上月结余** | | | |  |  | |  |  |  |  |  |  |  |  |  |  |  |
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| **总 计** | | | | |  |  | |  |  |  |  |  |  |  |  | **业务指导单位** | |  |
| **指导教师签字** | | |  | | | | | | | | **业务指导单位意见** | | | | | | | **（签章）**  **年 月 日** |
| **社团负责人** | |  | | **财务负责人** | | |  | | | | | | | | | **核查人** | |  |

**苏州大学 学生社团财务账本**

注：1、经手人为发生资金发出或接收人；

2、批准人为社团负责人或财务负责人；

3、财务负责人和核查人不得为同一人；

4、社团可根据实际业务数量对表格进行微调；

5、原始凭证需注明活动编号；

6、月末需将账本与原始凭证整理后上交至社团业务指导单位审查，上交时需附带上月的财务账本以供核对；

7、业务指导单位意见为业务指导单位盖章及业务指导单位负责人签名。