**지 출 결 의 서**

**(Expense Reimbursement Form)**

**신청일자: / / 2022**

(Date requested)

|  |  |  |  |
| --- | --- | --- | --- |
| **신청개발원부서**Ministry Department | **개발원장**Ministry Director | **사역부장**Division Supervisor | **비품구입부 ($300 이상 비품구입 전 서명필)**Purchase Dept. (Signature before Purchasing) |
|  | **이름** Name:: | **이름** Name: | **행정개발원장** 한준호 장로 | **자산관리부장** 김세영 집사 |
| **서명** Sign: | **서명** Sign: | **서명** Sign: | **서명** Sign: |

|  |  |  |
| --- | --- | --- |
| **지불받는 사람 PAYEE:**(영어 Spelling) |  | **지불방법 Routing Method:** |
| **본인** **/ 우송** **/ 전달**Payee / Mail / Delivery |

|  |  |  |  |
| --- | --- | --- | --- |
| **항목번호****Acct. #** | **항목****Acct. Name** | **내 용** **Description** | **금 액** **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **\*\*\* 영수증 원본을 첨부하십시오 Attach Original Receipts \*\*\*** | **합계****$****Total** |

|  |  |  |
| --- | --- | --- |
| **재정개발원장** **Finance Ministry Director** | **재정사역부장** **Finance Department Supervisor** | **지출일자** **Date of Expenditure** |
| **이름 Name: 이소영 / Soyoung Lee** | **이름 Name: 이재수/유동욱(금융자산)** |  **/ / 2022** |
| **서명 Sign:** | **서명 Sign:** |
| **수표번호 Check #** | **지출금액 Total Expenditure $** |

|  |  |  |
| --- | --- | --- |
| **영수인 이름 Check Receiver's Name** | **영수인 서명 Receiver Sign** | **영수일자 Date Received** |
|  |  |  **/ / 2022** |

|  |
| --- |
| **NOTE:** |