別記第４号様式

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| --- | --- | --- |
| 区　分 | 氏　　名 | 連絡先（電話番号） |
| 本件責任者 |  |  |
| 担　当　者 |  |  |

注１　この様式は例示であり、この様式によらない請求書であっても請求要件が具備されていれば有効　　であること。

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| 請　　求　　書  　　令和　　年　　月　　日  （支出負担行為担当者）　様   |  |  |  |  |  | | --- | --- | --- | --- | --- | | （郵便番号）  住　　所 | （　　-　　　） | | | | | 氏　　名 |  | | | | | 電話番号 |  | | | | | 口　座　振　替　の　申　出 | | | | 請 求 印 | | 振替先金融機関 | | 預金種別 | 口座番号 | |  | | 普通  ・  当座 |  |  |   次の金額を請求します。   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 請求金額 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | 経費名 |  | 請求書番号 |  | 作成者 |   請求内訳   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 品名 | 規格 | 数量 | 単価 | 金額 | |  |  |  | 円 | 円 | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

　２　請求と同時に口座振替の申出を行う場合は、「口座振替の申出」欄に記載すること。

　３　請求書の押印は省略を可能とします。この場合、請求書の発行に関する本件責任者と担当者の氏名及び連絡先（電話番号）を余白に記載してください。